NORTH CENTRAL REGIONAL TRANSIT DISTRICT
BOARD MEETING AGENDA

February 1, 2013
9:00 AM- 1:00 PM
Jim West Regional Transit Center
Board Room

CALL TO ORDER:

1. PLEDGE OF ALLEGIANCE
2. MOMENT OF SILENCE
3. ROLL CALL
4. INTRODUCTIONS
5. APPROVAL OF AGENDA
6. APPROVAL OF MINUTES – January 4, 2013
7. PUBLIC COMMENTS

PRESENTATION ITEMS: None

ACTION ITEMS FOR APPROVAL/ DISCUSSION:

A. **Presentation and Acceptance of the FY 2012 Comprehensive Annual Financial Report:**
Sponsor: Anthony J. Mortillaro, Executive Director and Glenda Aragon, Finance Manager. *Attachment*

B. **Reconsideration and Adoption of Resolution No. 2012-29 Creating General Policy and Priorities for Use of the Jim West Regional Transit Center:**
Sponsor: Anthony J. Mortillaro, Executive Director and Mike Kelly, Transit Operations and Maintenance Manager. *Attachment*

C. **Discussion and Direction regarding the Cost Analysis of External Fleet Maintenance vs. Internal Fleet Maintenance:**
Sponsor: Anthony Mortillaro, NCRTD Executive Director, Mike Kelly, Transit Operations and Maintenance Manager and Gus Martinez, Fleet Manager. *Attachments: Cost Analysis*

D. **Discussion and Direction regarding the Mid-Year FY 13 Budget Update:**
Sponsor: Anthony Mortillaro, NCRTD Executive Director and Glenda Aragon, Finance Manager. *Attachment: Mid-Year Budget Analysis*

E. **Discussion and Possible Award of Fleet Procurement Bid:**

Sponsor: Anthony J. Mortillaro, NCRTD Executive Director, Mike Keily, Transit Operations and Facilities Manager and Gus Martinez, Fleet Manager. *Attachment to be provided at Board Meeting*

F. **Recap of Jim West Regional Transit Center Construction Project:**
Sponsor: Anthony Mortillaro, NCRTD Executive Director and Glenda Aragon, Finance Manager. *Attachment: Summary of Building Construction Finances*

DISCUSSION ITEMS:

G. **Financial Report for January 2013:**
Sponsor: Anthony J. Mortillaro, NCRTD Executive Director and Glenda Aragon, Finance Manager. *Attachment*

H. **Finance Subcommittee Report:**
Sponsor: Chair Tim Vigil and Anthony J. Mortillaro, NCRTD Executive Director. *Report of January 25, 2013 meeting.*

I. **Tribal Subcommittee Report:**
Sponsor: Chair Mary Lou Valerio and Anthony J. Mortillaro, NCRTD Executive Director. *No report next meeting March 14, 2013.*

J. **Executive Report for February 2013 and Comments from the Executive Director:**
1) **Executive Report**
2) **Performance Measurers**
3) **Ridership Report for December 2012**
4) **Legislative Update – HB30**

Sponsor: Anthony J. Mortillaro, NCRTD Executive Director. *Attachments*

K. **CLOSED SESSION:**

Closed session of the meeting pursuant to NMSA 1978, Section 10-15-1 (H) (5) regarding "collective bargaining" for discussion of bargaining strategy preliminary to collective bargaining negotiations.

L. **Reconvene in Open Session: Possible action item from closed session.**

MATTERS FROM THE CHAIR

- Authorization to Attend American Public Transportation Association Legislative Conference, Washington, D.C., March 10-13.

MATTERS FROM THE BOARD

MISCELLANEOUS

ADJOURN

NEXT BOARD MEETING: March 1, 2013 at 9:00 a.m.

If you are an individual with a disability who is in need of a reader, amplifier, qualified Sign Language interpreter or any other form of auxiliary aid or service to attend or participate in the hearing of the meeting, please contact the NCRTD Executive Assistant at 505-629-4702 at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.

North Central Regional Transit District
Board Meeting
Friday, January 4, 2013

CALL TO ORDER:

A regular meeting of the North Central Regional Transit District Board was called to order on the above date by Commissioner Daniel Barrone, Chair, at 9:15 a.m. at the Jim West Transit Center, 1327 Riverside Drive, Española, New Mexico.

1. **Pledge of Allegiance**
2. **Moment of Silence**
3. **Roll Call**

Roll call indicated the presence of a quorum as follows:

Members Present:	**Elected Members**	**Alternate Designees**
Los Alamos County		*Mr. Philo Shelton III*
Rio Arriba County		
Taos County	*Commissioner Daniel Barrone* [T]	
Santa Fé County	*Commissioner Kathy Holian*	
Pojoaque Pueblo		*Mr. Tim Vigil*
Ohkay Owingeh		
San Ildefonso Pueblo		
Santa Clara Pueblo		
Tesuque Pueblo	*Gov. Charles Dorame*	
City of Santa Fé	*Councilor Patti Bushee*	

City of Española		
Town of Edgewood	*Councilor Chuck Ring*	
Rio Metro (ex officio)		

Staff Members Present
Mr. Anthony J. Mortillaro, Executive Director
Ms. Glenda Aragon, Financial Manager
Mr. Mike Kelly, Transit Operations Manager
Mr. Jim Nagle, Public Information Officer

Others Present
Mr. Peter Dwyer, Legal Counsel
Mr. Carl Boaz, Stenographer

4. INTRODUCTIONS

Those present introduced themselves to the body including three guests from Ojo Sarco and Andrew Martinez from Rio Arriba County.

5. APPROVAL OF AGENDA

Mr. Mortillaro announced that the audited financial report for 2012 was not ready to be accepted by the Board and should be postponed to the February meeting. He also announced that the dates for items F and I should say December 2012, not July 2012.

Commissioner Holian moved to approve the agenda as amended. Councilor Bushee seconded the motion and it passed by unanimous voice vote.

6. APPROVAL OF MINUTES

- **Minutes of Regular Meeting on December 7, 2012**

Commissioner Holian moved to approve the minutes of December 7, 2012. Mr. Vigil seconded the motion and it passed by voice vote with all voting in favor except Councilor Bushee who abstained.

7. PUBLIC COMMENTS

There were no public comments.

PRESENTATIONS

There were no presentations.

ACTION ITEMS FOR DISCUSSION/APPROVAL:

A. Presentation and Acceptance of the FY 2012 Comprehensive Annual Financial Report

This was postponed under Approval of Agenda.

B. Review and Adoption of Resolution No. 2013-01 Disposal and Auction Miscellaneous District Property

Ms. Aragon referred to the list of items on page 15 in the board packet.

Mr. Mortillaro noted on page 77 of the packet that Mr. Bulthuis, Mr. Campos and Mr. Rodgers were the members of the property disposal subcommittee and met with staff to confirm they should be disposed at auction.

Mr. Dwyer explained that the statute allowed for disposal of property to member entities or a state department of New Mexico but obviously the best resolution was to sell them for the proceeds.

Mr. Vigil asked if the computer hard drives had been wiped clean.

Mr. Mortillaro clarified that all of the hard drives would be taken from the machines.

Commissioner Holian asked if the ads had prices requested.

Mr. Mortillaro said they didn't list a price on them because it was hard to evaluate them. He briefly explained the process.

Chair Barrone said Taos County used the same procedure and it was a good process that expedited disposal very well.

Mr. Mortillaro said the District used that process for disposing of vehicles several months ago and ended up with about $46,000 which was more than they expected.

Councilor Ring said the copier and printers should also be swiped clean.

Chair Barrone asked Mr. Mortillaro to provide a report afterward confirming that they were wiped clean.

Commissioner Holian moved to approve <u>Resolution 2013-01</u> on the condition that all memories

are wiped clean on printers, copiers and computers. Councilor Ring seconded the motion and it passed by unanimous roll call voice vote with the Town of Edgewood, Los Alamos County, Pojoaque Pueblo, City of Santa Fé, Santa Fé County, Taos County and Tesuque Pueblo voting in favor and none voting against.

C. Review and Adoption of Resolution NO. 2013-02, Las Trampas Route Service Modification

Mr. Mortillaro reminded the Board that they talked about potential route modifications at the annual review of routes and then had a follow-up report in December with the understanding staff would come back in January with a final report.

Mr. Kelly presented a slide show on the issue and reviewed the discussion that had taken place. He explained the route that went through Cordova, Truchas, Ojo Sarco and Las Trampas from Chimayó and in Las Trampas connected with the Peñasco to Taos Route.

He reported that the annual cost in FY 10 was $128.75 per trip; in FY11 it was $69.27 and in FY 12 it was $72.45. The cost estimated for FY 13 was $70 per trip. The District made an average of 180 trips per month. The District-wide average system cost was $20.70 per trip.

He presented the three options:

Option 1 was to discontinue the route. Two meetings were held for feedback. One was one in Peñasco and the second was in Ojo Sarco. Discontinuing the route would save $148,669 per year but would lose transportation service to four communities. It would also decrease Chimayó ridership by 35% and they would lose the connection from Peñasco to Española.

Option 2 was commuter modification. There were non-riders at the meetings who supported a modification in the schedule. No riders attended the meetings. The cost would be the same but earlier and later run times would impact scheduling and connections.

Option 3 was to reduce the level of service. They now had five runs per day and could reduce that to two runs with one in the morning and one in the afternoon. It would save $98,200 and if they were able to maintain ridership it would reduce the cost to $28.24 per trip.

Chair Barrone welcomed comments from Ojo Sarco

Ms. Yvonne Bonner said her granddaughter used the bus for returning from the school in Santa Cruz but the morning schedule was not early enough for her to use the bus going to school. The school there was trying to get more students from that area.

She thought it would be better to have one bus from Peñasco to Española. She described a woman who got left behind without being able to connect to the other bus. There was little confidence that the bus would be there in time for the connection. Her granddaughter waited once in Santa Cruz when the bus went right on by without stopping for her. The bus is supposed to stop even when no one is there. Those

were the problems they had run into there.

If the District offered two runs in the day hopefully her granddaughter could use them. She had encouraged other people to just try the bus. But they didn't have confidence they would get to their destination and back.

Councilor Ring asked if option three would meet her granddaughter's needs.

Ms. Bonner said it would in the afternoon. There were several others who rode with her. There was a stop at Ojo Sarco at the mail boxes but there was no bus stop sign or any bench.

Her granddaughter said she did ride the bus and it helped her get there.

Mr. Larry Miller from Ojo Sarco said he was not a rider but commuted to Santa Fé for many years and picked up hitch hikers and he would take them as far as possible. But when the routes started they told him they preferred to ride the bus. He thought it was great. He supported the mission of public transportation and pointed out the ridership report. He noted on page 90, the Chama Route ridership was comparable and had a much greater distance to travel. The Los Alamos ridership was on page 91 and ridership was similar to the Ojo Sarco route. They had low population density in the rural communities, not like the bigger communities so the larger ridership subsidizes lower density here and it is the same across the country.

Mr. Mortillaro pointed out that the Chama route was only three days per week and Los Alamos had only 3 midday runs during the week.

Mr. Andrew Martinez thanked the staff for the hard work of the RTD on this route. The presentation was good and the RTD has done a fair effort in communicating with the communities. He liked this last option to reduce the number of trips to save cost. He just hoped they could be timed for consideration of people like this young lady who wants to get to school and for those with hospital or work obligations.

Councilor Bushee said it wasn't in the packet when those two route times in Option three would be scheduled. She asked if the ridership was primarily students or seniors or someone else.

Mr. Kelly said right now the route begins at 8:30 in Chimayó, goes north to Las Trampas by 9:00 and picks up anyone going to Peñasco and heads back down to Chimayó at 9:30 and that goes to Española by 10:00 a.m. The afternoon route started at 4:30 p.m. and it accommodated some students. If it went earlier, it would get to Las Trampas at 8:00 instead of 9:00, etc.

Councilor Bushee asked what the District could do to accommodate more riders.

Mr. Kelly knew of two students who were accommodated in afternoon.

Mr. Martinez suggested a bus could be stationed at Las Trampas. The students needed to be at their school by 8:00 or 8:30.

Mr. Kelly that would mean running a driver from Española to Las Trampas and would mean two runs in

morning and one in the afternoon. The bulk of ridership was on the first run in the morning and the first run in the afternoon.

Councilor Bushee felt that was critical for this population.

Mr. Kelly said that schedule would cost $89,000.

Mr. Shelton asked if the District did on-board surveys of riders about times and possible changes.

Mr. Kelly said they didn't. They just looked at what feedback they had received in the past from the riders. A lot of riders don't start as early as the students.

Commissioner Holian asked what feedback there was at the public meetings in Ojo Sarco and Peñasco on how many possible students could use it.

Mr. Nagle said there were no specific recommendations on timing other than a desire for an earlier morning run so staff didn't know how many could use it.

Ms. Bonner said some students come to the Santa Cruz school from Los Alamos and she didn't know if Park and Ride was part of the District but those students took that Park and Ride to Los Alamos. If they took the blue bus, it would increase ridership there.

Mr. Mortillaro said they could look at an earlier morning run followed by 8:30 run and one evening run and report back to the Board the result. They couldn't meet everyone's need but could make a modification of that option to meet needs of the bulk or riders perhaps as option 4.

Mr. Kelly said instead of 8:00 from Española it would leave at 7:00, go straight to Las Trampas or start from Chimayó at 7:30. It was an hour turn-around.

Councilor Bushee asked what effect it would have to just have one earlier morning route.

Mr. Kelly said they had quite a few seniors who ride but who don't get up as early as those who go to school. They go to medical appointments and shop so they would need both of those runs.

Mr. Shelton was in support of option 3 with that extra run.

Mr. Vigil asked what that would do to the connections.

Mr. Kelly said if they had just one run at the earlier time then anyone on Peñasco would lose that connection. If ridership grows, the bus route could be lengthened so that the Chimayó-Española bus could go all the way to Las Trampas but they would need more riders to make that cost effective.

Councilor Ring asked Mr. Kelly if they could park the bus in an outlying area.

Mr. Kelly said the bus driver in Española would have to still get to the end of the run to drive it.

Mr. Mortillaro asked Mr. Kelly to explore that option further and talk with the passengers as Mr. Shelton suggested and then device a solution of routes to bring to a future board meeting and report back in six months on the result of the Board's decision.

Councilor Bushee moved to explore that option further and talk with passengers and device a solution of routes and bring a report after six months. Commissioner Holian seconded the motion.

Councilor Bushee moved to approve as option 4 two morning routes to Las Trampas, an on-board rider survey on preferences; report back to board in three months to see if it would work and what time for the afternoon route would be best. Commissioner Holian seconded the motion and it passed by unanimous roll call voice vote with the Town of Edgewood, Los Alamos County, Pojoaque Pueblo, City of Santa Fé, Santa Fé County, Taos County and Tesuque Pueblo voting in favor and none voting against.

Chair Barrone thanked the Ojo Sarco residents for attending the meeting.

D. Discussion and Possible Ratification of the Collective Bargaining Agreement Between NCRTD and Teamsters Local No. 492

Mr. Mortillaro reported that there was no action to take but asked for a closed session nevertheless.

Mr. Dwyer agreed. When they got to the end of the contract they need to work out a new contract.

E. Discussion and Possible Adoption of NCRTD System Performance Measures

Mr. Mortillaro clarified this was for the Board's review, comment and hopefully adoption. He had two meetings with the Finance Committee and with very good input from them he modified and clarified the measures.

Mr. Kelly shared a slide show on the performance measures. They had worked several months on these measures. They selected benchmarks to look at. They didn't have decades of rural performance to look at - only for the last five years. They did look at in-state comparables and also Federal Region 6 comparables. He briefly reviewed the eleven performance measures that were grouped in three general areas: administrative, fleet and customer relations.

The Administrative performance measures included ridership of all funded routes, ridership of NCRTD operated routes, monthly expenditures, cost per mile and cost per trip. The Fleet performance measures include vehicle back-up ratio, average vehicle age, percentage of on-time service/inspections and accidents whether major or minor. Customer Relations performance measures included complaints and incidents. The quantitative benchmarks were listed in the printed presentation in the packet.

Commissioner Holian asked if they had this data from previous years.

Mr. Kelly said they didn't.

Mr. Mortillaro said they assume costs have gone up.

Councilor Ring asked what the factors were that affected that cost.

Mr. Kelly said the list included the salaries of supervisors and drivers but not administrative salaries. The operating cost per trip was $15.92 compared with $16.03 for Region 6. The Spare Vehicle Ratio/Combined for all vehicles benchmark was 20% and NCRTD was below that due mostly to the skew of having a variety of vehicle seating capacities. The average fleet age in miles was now at 68,950 miles.

Mr. Mortillaro said average miles per year were 50,000 and the total was over a million miles per year.

Mr. Kelly said the FTA standard for percentage of "on-time" periodic maintenance and inspections was 87% and NCRTD was above that.

Mr. Mortillaro added that they were using a spreadsheet now and looking at software that wouldn't put the onus on drivers to call attention to it. With the software they would have better data.

Mr. Kelly referred to page 70 for accidents per month. This year there was one minor accident on September 25th. Miles driven since then were 245.760. The last major accident was December 7, 2010 and the miles driven since were 1,721,257.

Mr. Kelly for complaints per month, the highest level as a percent of ridership was 0.06%.

Councilor Bushee asked how many of them were delay in schedule.

Mr. Kelly said based on those received they were doing well.

Mr. Mortillaro added that once they got the AVL software they would know in real time who was on time or not and where they were at all times.

Councilor Ring thought the low level of complaints was phenomenal. This speaks very well for the system.

Councilor Bushee moved to accept the report. She detected great strides of the District. Commissioner Holian seconded the motion with thanks to the staff for a very professional job. The motion passed by unanimous roll call vote with the Town of Edgewood, Los Alamos County, Pojoaque Pueblo, City of Santa Fé, Santa Fé County, Taos County and Tesuque Pueblo voting in favor and none voting against.

DISCUSSION ITEMS

F. Financial Report as of December 28, 2012

Ms. Aragon shared the report which was printed in the packet. The Books were not yet closed on December. She explained LA negative revenue because of the refund request by LANL from the State Department of Revenue.

Mr. Mortillaro said the credit was about $3.6 million and District was a part of that amount. He was meeting with the Finance Committee and would have a report at the February meeting to make sure of future revenues. Right now he didn't anticipate service reductions. They could delay some spending until things got better and there would be more discussion coming in February.

Councilor Ring asked how that could happen.

Mr. Mortillaro explained that when they converted from non-profit to a profit company they had to pay more. There was a second refund last year of $200,000.

Mr. Shelton said it was not only a refund but the Lab spending was down considerably. Los Alamos County was trying to reduce the budgets by 10% as a result. Other counties have more diverse sources.

Mr. Dwyer spoke with Los Alamos County earlier this week and the state has made a diligent effort to resolve them in advance. They take advantage of every tax law they can.

Ms. Aragon reported on the GRT receipts from each county.

She went then to expenses which she said were about 28% of budget at the FY midpoint.

Her conclusion was that they could make adjustments to these unreconciled numbers.

Councilor Bushee appreciated the report and asked if the report could show a comparison with the previous FY. Ms. Aragon agreed to do that.

G. Finance Subcommittee Report

Mr. Vigil said the Finance Subcommittee didn't meet since the last Board meeting so he had no report.

H. Tribal subcommittee Report

Ms. Valério was no present to give this report.

I. Executive Report for December 2012 and Comments from the Executive Director

Mr. Mortillaro had no comments to add to his printed report in the packet.

J. Ridership Report for November 2012

Mr. Mortillaro said the ridership report was in the packet on page 88. He said this was a new report format which was reduced from 30 pages to 5 pages.

K. Closed Executive Session
Pursuant to NMSA 1978, Section 10-15-1.H(5), Collective Bargaining exemption for the purpose of discussion of bargaining strategy preliminary to collective bargaining negotiations.

Commissioner Holian moved to go into closed executive session pursuant to NMSA 1978, Section 10-15-1.H(5), Collective Bargaining exemption for the purpose of discussion of bargaining strategy preliminary to collective bargaining negotiations. Councilor Ring seconded the motion and it passed by unanimous roll call voice vote with the Town of Edgewood, Los Alamos County, Pojoaque Pueblo, City of Santa Fé, Santa Fé County, Taos County and Tesuque Pueblo voting in favor and none voting against.

The Board went into closed session at 11:18 a.m.

L. Reconvene in Open Session - Possible action item from closed session.

Councilor Ring moved to return to open session. Commissioner Holian seconded the motion and it passed by unanimous roll call voice vote with the Town of Edgewood, Los Alamos County, Pojoaque Pueblo, City of Santa Fé, Santa Fé County, Taos County and Tesuque Pueblo voting in favor and none voting against. The Board returned to open session at 12:19 p.m.

Chairman Barrone announced to the public that during the closed session no actions were taken and the only matters that were discussed were those allowed for collective bargaining strategy preliminary to collective bargaining negotiations.

Commissioner Holian announced this would be her last meeting on this Board and she was incredibly impressed with the professionalism of the Board and she would miss the Board. She thanked Mr. Mortillaro for all he had done.

Chair Barrone thanked her for her diligent participation as a Board member.

MATTERS FROM THE CHAIR

There were no matters from the Chair.

MATTERS FROM THE BOARD

Councilor Ring said someone from NCRTD was supposed to visit the Edgewood Council.

Mr. Mortillaro said he and Chair Barrone would be there on January 16, 2013.

Governor Dorame said Tesuque Pueblo had a new governor. All the pueblos had now elected their governors. He asked that the attendance records report be presented at the next meeting.

Mr. Vigil said Pojoaque had the same Governor for the coming year.

Mr. Mortillaro agreed to send a letter to everyone regarding the attendance records.

MISCELLANEOUS

There were no miscellaneous matters to come before the Board.

ADJOURN

Councilor Ring moved to adjourn the meeting. Mr. Vigil seconded the motion and it passed by unanimous voice vote.

The meeting of the NCRTD Board of Directors was adjourned at 12:23 p.m.

Approved by:

_____
Daniel R. Barrone, Chair

Attest:

_____
Geoffrey Rodgers, Secretary

Submitted by:

_____
Carl Boaz, Stenographer

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: February 1, 2013

Agenda Item - A

Title: Presentation and Acceptance of the FY2012 Audit

Prepared By: Glenda Aragon, Finance Manager

Summary: The board is required to accept the final audit in an open meeting.

Background: The NCRTD has been working on the FY2012 audit which was submitted on time and as required by the Office of the State Auditor on December 2, 2012.

Recommended Action: It is recommended that the board accept this Final FY2012 audit.

Options/Alternatives: Motion that the Board of Directors accept' s the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2012.

Fiscal Impact: None

Attachments: The audit was sent to Board Members on January 21, 2013 under a separate email.

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: February 1, 2013
Agenda Item - B

Title: Reconsideration of Resolution No. 2012-29 Adopting the Facilities Usage Policy and Creating Priorities for use of the Jim West Regional Transit Center Facility.

Prepared By: Mike Kelly, Transit Operations and Maintenance Manager

Summary: The proposed resolution establishes a Facilities Usage Policy for the Jim West Transit Center. This resolution promotes the use of the facility by qualified governmental entities. This resolution was initially reviewed by the Board at their December 7, 2012 meeting, however, the Board asked that the staff review the insurance requirements for use of the facility and then return for reconsideration.

Background: On July 28, 2012 the NCRTD moved into the newly constructed Jim West Transit Center. A major feature of the facility is the Board meeting room, complete with a state of the art audio visual system and seating for up to 86 people. The NCRTD utilizes this meeting room about two to three days each month for monthly Board and committees meetings.

The Jim West Transit Facility is a great addition to the architecture and streetscape of the City of Española. It also has potential to serve the region functionally beyond its current transit use by being made available to state and local government officials, agencies, boards and their committees for meetings of various governmental needs.

A facility usage policy approved by the NCRTD Board would ensure that the facility is being used for its broader intended purpose and establishes priorities for its use. Meetings would be scheduled around NCRTD's meeting calendar and would not be allowed to conflict. Any

meetings scheduled that would incur additional costs on the District such as: staff over sight, custodial and security needs, would be charged to the user by way of rent or a user fee.

This type of usage, for governmental entities, (outside normal transit use) does not conflict with federal requirements regarding federally funded facilities and is considered as "incidental use" of the facility.

Based upon the Board's direction at the December meeting, staff was directed to research any possible insurance requirements needed, and include those into the resolution, and return with a revised resolution for reconsideration. The District's legal firm responded with findings that it would be in the District's best interest to require the following:

Proof of insurance coverage and naming the District as an additional insured will be required when the event holder is not an entity that is covered by the Municipal League Self Insurance Fund.

Staff has revised the Resolution accordingly.

Recommended Action: It is recommended that the Board adopt Resolution No. 2012-29 Facilities Usage and Priorities Policy

Options/Alternatives:

- Take no action, or
- Adopt the resolution, (recommended) or
- Amend the resolution establishing the policy and any items of the Facilities Usage and Priorities Policy.

Fiscal Impact: The budgetary impact would be less than $2,500.00 per year.

Attachments:

Resolution No. 2012-29

North Central Regional Transit District (NCRTD)

Resolution 2012-29

RESOLUTION CREATING GENERAL POLICY AND PRIORITIES FOR USE OF THE JIM WEST REGIONAL TRANSIT CENTER

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Sections 73-25-1 through 73-25-19); and

WHEREAS, the NCRTD is a subdivision of the State of New Mexico with all the authority and duties of the same; and

WHEREAS, the Board has the authority to make and pass resolutions necessary for the execution of the powers vested in the District; and

WHEREAS, the Board recognizes that creating a policy and providing priorities for the usage of the Jim West Regional Transit Center is desired; and

WHEREAS, by making available meeting space to state and local government entities, agencies, boards and their committees benefits the greater north central New Mexico region, and

WHEREAS, The Executive Director is requested to promulgate and issue administrative and operational procedures for the implementation of this policy establishing priorities for the use of the Jim West Regional Transit Center.

NOW THEREFORE THE NCRTD BOARD, DOES RESOLVE AS FOLLOWS:

Section 1. The purpose of the policy shall be to:

A. Make the facility available to state and local government entities, agencies, boards and their committees;
B. Provide for the appropriate uses of the NCRTD facility and protection of the asset for future generations;
C. Provide a mechanism for review and approval of possible requested use;

D. Establish priorities and scheduling of the Board Room and other meeting spaces.

Section 2. Review, Approval, and Authority:

A. The Executive Director shall review and approve all usage of the Executive Board Room.
B. Priorities for its usage shall be as follows:
    1) District usage, Board Meetings, Committee Meetings, Professional Meetings hosted by the District Board or Staff.
    2) NCRTD Member entities or their Boards or Committees.
    3) Other Public Service Agencies such as tribal, state, federal, city, county or local agencies deemed to be subdivisions of the state by state statue.
    4) Agencies or Boards or delegated committees of state, municipal or county entities.
    5) Special events as deemed to be incidental uses by the Executive Director.
C. Fees and non-refunded deposits maybe assessed for the following purpose subject to the Executive Director's approval.
    1) In the event that the District needs to provide staffing to support the requested use and offset it's incurred costs.
D. Proof of insurance coverage is required to be provided by the event holder, with the District named as additional insured when the event holder is not an entity insured by New Mexico Municipal Self Insurance Fund.
E. NCRTD facilities will not be used for or by;
    1) Activities involving fund raising, advertising, promoting or selling of merchandise or services, for profit or not for profit (excluding professional training sessions offered on a fee basis by any entity permitted to use such facility);
    2) Persons or organizations for election or campaign purposes or purposes contrary to federal, state or city law.

_____

Daniel R. Barrone, Chair

Approved as to form:

_____

Peter Dwyer, Counsel

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: February 1, 2013

Agenda Item - C

Title: Discussion and Direction regarding the Cost Analysis of External Fleet Maintenance vs. Internal Fleet Maintenance.

Prepared By: Mike Kelly, Transit Operations and Maintenance Manager

Summary: The Maintenance Building Cost Benefit Analysis to be discussed is designed to reflect the benefit of the District performing vehicle maintenance in-house with employed mechanics versus the present practice of contracting out.

Background: When the District purchased the land and built the Jim West Transit Center, a part of the initial plans was the building of a maintenance facility (Phase II). This addition would continue the transit oriented development of the 10 acre site and would provide the facility for the District to maintain the "Blue Bus" fleet in a hands on/in-house manner. The new facility would require the hiring of a mechanic and possibly a service worker with the inclusion of additional operational overhead costs of utilities and insurance to the budget. A cost benefit analysis has been prepared to analyze the costs and benefits of bringing fleet maintenance in-house against the current practice of contracted-out sources.

Attached is the Maintenance Cost Benefit Analysis chart. It shows the current total maintenance budget of $194,000 for FY 13. This is inclusive of general vehicle maintenance, oils and lubricants, shop supplies and tires. With exceptions for some small amounts of shop supplies and oils purchased that are stocked in house, the majority of this budget is paid to outside repair shops.

The estimated costs for 1 mechanic (experienced and certified) and 1 service worker (mechanic with some experience non-certified) are shown at a 1 year entry level cost and at the 5 year level

cost that includes an annual escalator of 3%. Benefits are identified at 35% of the hourly rate. The costs are directly compared to the vehicle maintenance/labor costs paid to outside vendors.

The FY 13 contracted annual vehicle maintenance line item of $140,000 is broken out to identify labor cost, tax on labor, environmental and disposal fees and replacement parts. There is an additional cost related to outside shop repairs that identifies the costs for employees shuttling vehicles to and from the shop. It takes 2 drivers to take a vehicle and 2 to pick one up. The time it takes averages 15 minutes each way with the City of Espanola. The shuttle time to repair shops in Santa Fe and Albuquerque take much longer but are much less frequent and also factored into the cost.

The Breakout- Vehicle Maintenance Contract-Out costs are compared with the In-House Maintenance costs. A variance of line item comparable is shown. Within the In-House Maintenance cost a line item was included to account for 10% of maintenance services that would still need to be contracted out. This is critical for cases when there are simultaneous multi-unit break downs or for times when the mechanic is on vacation or other leave, but also for major mechanical repairs that are not anticipated to be handled in-house such as warranty work, engine overhauls, transmissions and differentials There is also a minimum of 35% savings on replacement parts when buying direct rather than through the repair vendor who normally marks up the replacement part.

Other Maintenance Items are oils and lubricants, shop supplies and tires. These are similarly compared. Savings for lubricants at 35% and for tires at 15% are shown, since the District is likely to avoid the mark up when purchased for our own fleet facility usage.

Facility overhead is an additional expense when running an in-house maintenance operation. Those items are annual building maintenance, insurance, utilities and tools and equipment.

The total variance between contracting maintenance out, versus running in-house maintenance operations for Year 1 is an estimated savings of $5,441.00. In Year 5, using our current year cost, the variance changes to an expense of $5,853.00, however this cost increase variance occurs due to the fact that the Contracted Out Maintenance costs were not escalated Therefore it may be likely that Contracted Out Maintenance will either mirror the 3% escalator or exceeded it.
District staff has identified pros and cons of bringing maintenance in-house:

CONS:

- ✓ Increased budget overhead in staffing/hire mechanic and service worker;
- ✓ Increased budget overhead with maintenance building/insurance and utilities;
- ✓ Used fluids storage and handling record keeping;
- ✓ Increased facilities maintenance duties/maintaining additional building.

PROS:

- ✓ Direct oversight on maintenance repairs and Preventative Maintenance/quality control;
- ✓ Budget savings on replacement parts, oils and lubricants estimated @ 35%;
- ✓ Budget savings on tires estimated @ 15%;
- ✓ Major reduction of shuttling expense;
- ✓ Major reduction in sales tax on contract-out labor charges;

- ✓ Reduction in vehicle downtime;
- ✓ Random drug and alcohol testing for maintenance staff - the same as drivers. Currently rural transit agencies are not required by the FTA for outside repair vendors to drug test. The FTA does require this with Metro and small urban transit agencies

Recommended Action: Staff considers the costs for bringing maintenance in house will be outweighed by the benefits the District will gain in having control over this activity. This has been reviewed and supported by the Finance Committee at their January 25, 2013 meeting and are recommending that the Board contemplate bringing vehicle maintenance in house and direct staff to commence the initial conceptual design, environmental and cost estimate phase of the project.

Options/Alternatives: Alternative options of possibly partnering with other local government entities to share maintenance facility resources have also been considered.
The City of Espanola has its own fleet maintenance facility and mechanics. This facility is at the Railroad Avenue location that the NCRTD had been previously operating out of before moving to the Jim West Transit Center. Shuttling vehicles back and forth from our new location to the Espanola facility would continue to cost the District. Facility maintenance space availability for the District's use is questionable and would be inconvenient for both entities due to the size and current use of City's facilities.

Rio Arriba County and the North Central Solid Waste Authority have partnered on construction of a new facility. The most current information we have indicates that the facility is designed as a 4 (drive through) bay shop to be shared by both entities. Both will have their own assigned bays and their own mechanics. The relationship between the parties and cost sharing for the facility is governed based upon our understanding by a Joint Powers Agreement they parties entered into. It is unclear as to what if any room would be available at this stage for NCRTD's future maintenance staff or needs. This location is approximately 8 miles north of town. Shuttle time and cost will increase considerably more (about 2 ½ times) what they currently are. This is the approximate site that the District initially considered for its new Administration Building but ruled it out due to the distance from the City of Espanola. This alternative option could be explored in more detail with the County Manager to ascertain more specifics and what the current construction status and configuration is and what if any opportunities might be available for the District's use.

Another option would be to approach the above entities to contract out with one of them to provide fleet maintenance service. This option may offer savings on replacement parts, fluid and tires but still would be costly in shuttle time and down time. Each entity has their own priorities as to which of their divisions vehicles get serviced over another's. For example, NCRTD would be hard pressed to gain a priority service level over emergency vehicles, law enforcement vehicles or snow removal fleet. The NCRTD is charged with providing reliable, timely service on schedules we publish and the public we serve. Dealing with outside sources for priority maintenance service could be a continual challenge. Lastly, since the NCRTD would be seeking Federal Transit Administration (FTA) funding for the facility, the FTA regulations and use of facilities funded by such would present difficulties.

These alternatives were discussed with the Finance Committee and are not for further consideration.

Fiscal Impact: The fiscal impact of performing maintenance in house versus contraction out would be a break even scenario or slight savings of $3,000 to $5,000 per budget year. Obviously this does not account for the constructions cost of the maintenance facility, the fund sources of which are yet to be identified and secured.

Bringing vehicle maintenance in house will require the construction of a Maintenance Facility which is considered as a Phase II project for the Districts 10 acre site. The District currently has $62,500 in the FY 13 Budget ($31,250 of this amount is District matching funds) for 5304 Grant funds which were awarded for the purpose of undertaking an environmental impact study and report and acquiring architectural services for the initial design and scoping of a Maintenance Facility. NMDOT has extended this grant for the third time and it will expire in September 2013 unless renewed again. These funds would only be spent if the Board decided to move forward with the in-house fleet maintenance approach. The District would still need to acquire other federal or state capital outlay funds to construct such a maintenance facility, which may take several years. An initial estimate for a Maintenance Facility was generated in December 2009 by Ellis Browning Architects that designed the Administration building. The estimated cost at that time for a two bay Maintenance Facility with a wash bay was $434,276. However, considering our experience with soils on this site, we are wary of this cost estimate.

Attachment:

- Maintenance Cost Benefit Analysis Matrix
- Maintenance facility drawing and cost estimate

BUILDING MAINTENANCE COST BENEFIT ANLYSIS

ANNUAL MAINTENANCE BUDGET FOR CONTRACTED SERVICES	
VEHICLE MAINTENANCE	$140,000
OILS AND LUBRICANTS	$17,000
SHOP SUPPLIES	$9,000
TIRES	$28,000
TOTAL	$194,000

IN-HOUSE MECHANIC AND SERVICE WORKER COSTS/INCLUDE BENEFITS								
	YEAR 1				YEAR 5			
MECHANIC	Per Hour	Benefits	Total	Annual	Per Hour	Benefits	Total	Annual
	$16.00	$6.80	$24.30	$50,544	$20.26	$7.09	$27.35	$56,890
	YEAR 1				YEAR 5			
Service Worker	Per Hour	Benefits	Total	Annual	Per Hour	Benefits	Total	Annual
	$14.00	$4.90	$18.90	$39,312	$15.76	$5.52	$21.28	$44,262
	Year 1 Total			$89,856	Year 5 Total			$101,152

BREAKOUT - VEHICLE MAINTENANCE CONTRACT OUT		Year 1 Variance	Year 1 COSTS	VEHICLE MAINTENANCE IN-HOUSE	YEAR 5 COSTS	YEAR 5 VARIANCE
LABOR COSTS @ 52%	$72,800	$24,336	$97,136	MECH/SVS WKR + 10% Labor retain	$108,430	$35,630
LABOR TAX @ 8.5%	$6,188	($5,569)	$619	LABOR TAX	$619	($5,569)
ENVIRO/DISPOSAL FEES @ 2.4%	$3,360	($1,760)	$1,600	ENVIRO/DISPOSAL FEES	$1,600	($1,760)
REPLACEMENT PARTS	$57,652	($20,178)	$37,474	REPLACEMENT PARTS @ <35%>	$37,474	($20,178)
SHUTTLE EXPENSE (from Driver costs)	$11,800	($10,620)	$1,180	SHUTTLE EXPENSE	$1,180	($10,620)
TOTAL	$151,800	($13,791)	$138,009		$149,303	($2,497)

OTHER MAINTENANCE ITEMS		Year 1 VARIANCE	IN-HOUSE MAINTENANCE COSTS		YEAR 5 VARIANCE
OILS AND LUBRICANTS	$17,000	($5,950)	OILS AND LUBRICANTS @ <35%>	$11,050	($5,950)
SHOP SUPPLIES	$9,000	$4,000	SHOP SUPPLIES	$13,000	$4,000
TIRES	$28,000	($4,200)	TIRES @ <15%>	$23,800	($4,200)
TOTAL	$54,000	($6,150)		$47,850	($6,150)

Year 1 VARIANCE	MAINTENANCE BUILDING OPERATIONAL OVERHEAD		YEAR 5 VARIANCE
$2,500	ANNUAL BUILDING MAINTENANCE	$2,500	$2,500
$9,000	INSURANCE	$9,000	$9,000
$3,000	UTILITIES	$3,000	$3,000
$14,500	TOTAL	$14,500	$14,500

TOTAL CONTRACT OUT ANNUAL BUDGET		YEAR 1 VARIANCE	TOTAL IN-HOUSE MAINTENANCE EXPENSE	YEAR 1 TOTAL	YEAR 5 TOTAL	YEAR 5 VARIANCE
	$205,800	($5,441)		$200,359	$211,653	$5,853

CONS	PROS
Increased Budget Overhead/Staffing	Direct Oversight on Repairs and PMs - Quality Control
Increased Budget Overhead/Insurance and Utilities	Budget Savings on Replacement Parts - Estimated 35% savings
Used Fluid storage and Handling	Budget Savings on Tires
Increase Facilities Maintenance Duties	Major Reduction in Shuttling Costs
	Major Reduction in Tax on Labor Cost
	Reduced Vehicle Down Time
	Random drug and alcohol testing for maintenance staff

BUILDING MAINTENANCE COST BENEFIT ANLYSIS

ANNUAL MAINTENANCE BUDGET FOR CONTRACTED SERVICES	
VEHICLE MAINTENANCE	$140,000
OILS AND LUBRICANTS	$17,000
SHOP SUPPLIES	$9,000
TIRES	$28,000
TOTAL	$194,000

IN-HOUSE MECHANIC AND SERVICE WORKER COSTS/INCLUDE BENEFITS								
	YEAR 1				YEAR 5			
MECHANIC	Per Hour	Benefits	Total	Annual	Per Hour	Benefits	Total	Annual
	$18.00	$6.80	$24.30	$50,544	$20.26	$7.09	$27.35	$56,890
	YEAR 1				YEAR 5			
Service Worker	Per Hour	Benefits	Total	Annual	Per Hour	Benefits	Total	Annual
	$14.00	$4.90	$18.90	$39,312	$15.76	$5.52	$21.28	$44,262
	Year 1 Total			$50,544	Year 5 Total			$56,890

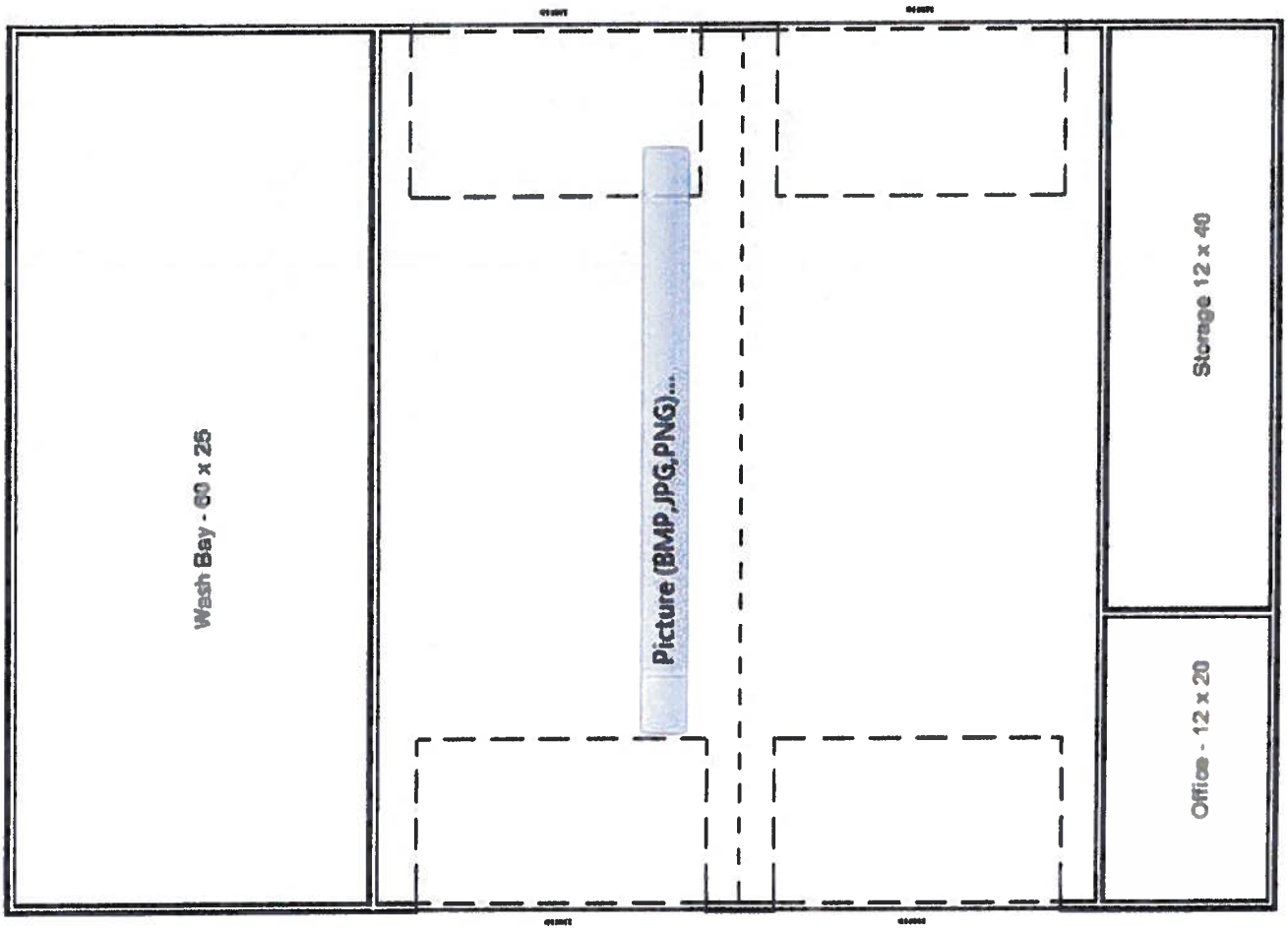
BREAKOUT - VEHICLE MAINTENANCE CONTRACT OUT		Year 1 Variance	Year 1 COSTS	VEHICLE MAINTENANCE IN-HOUSE	YEAR 5 COSTS	YEAR 5 VARIANCE
LABOR COSTS @ 52%	$72,800	($14,976)	$57,824	MECH/SVS WKR + 10% Labor retain	$64,170	($8,630)
LABOR TAX @ 8.5%	$6,188	($5,569)	$619	LABOR TAX	$619	($5,569)
ENVIRO/DISPOSAL FEES @ 2.4%	$3,360	($1,760)	$1,600	ENVIRO/DISPOSAL FEES	$1,600	($1,760)
REPLACEMENT PARTS	$57,652	($20,178)	$37,474	REPLACEMENT PARTS @ <35%>	$37,474	($20,178)
SHUTTLE EXPENSE (from Driver costs)	$11,800	($10,620)	$1,180	SHUTTLE EXPENSE	$1,180	($10,620)
TOTAL	$151,800	($53,103)	$98,697		$105,043	($46,757)

OTHER MAINTENANCE ITEMS		Year 1 VARIANCE	IN-HOUSE MAINTENANCE COSTS		YEAR 5 VARIANCE
OILS AND LUBRICANTS	$17,000	($5,950)	OILS AND LUBRICANTS @ <35%>	$11,050	($5,950)
SHOP SUPPLIES	$9,000	$4,000	SHOP SUPPLIES	$13,000	$4,000
TIRES	$28,000	($4,200)	TIRES @ <15%>	$23,800	($4,200)
TOTAL	$54,000	($6,150)		$47,850	($6,150)

Year 1 VARIANCE	MAINTENANCE BUILDING OPERATIONAL OVERHEAD		YEAR 5 VARIANCE
$2,500	ANNUAL BUILDING MAINTENANCE	$2,500	$2,500
$9,000	INSURANCE	$9,000	$9,000
$3,000	UTILITIES	$3,000	$3,000
$14,500	TOTAL	$14,500	$14,500

TOTAL CONTRACT OUT ANNUAL BUDGET		YEAR 1 VARIANCE	TOTAL IN-HOUSE MAINTENANCE EXPENSE	YEAR 1 TOTAL	YEAR 5 TOTAL	YEAR 5 VARIANCE
	$205,800	($44,753)		$161,047	$167,393	($38,407)

CONS	PROS
Increased Budget Overhead/Staffing	Direct Oversight on Repairs and PMs - Quality Control
Increased Budget Overhead/Insurance and Utilities	Budget Savings on Replacement Parts - Estimated 35% savings
Used Fluid storage and Handling	Budget Savings on Tires
Increase Facilities Maintenance Duties	Major Reduction in Shuttling Costs
	Major Reduction in Tax on Labor Cost
	Reduced Vehicle Down Time
	Random drug and alcohol testing for maintenance staff



NCRTD Maintenance Facility

NCRTD
Preliminary Budget
Separate Maintenance Facility

Davenport Construction Management - Project Budget				
NCRTD Maintenance Facility	Totals		Deduct Wash Bay	Deduct office and storage
60 x 50 2 maintenance bays, 60 x 25 attached exterior wash bay, office and storage. Pre engineered metal building.				
Approximate sq ft - 3250 metal building, 1500 covered wash bay				
Duration - 3 months				
Mote - items in red are noted as not included in this estimate				
Construction Cost:01000 General Conditions				
Construction Cost:01000 General Conditions:1010 Architect Fees	$0.00			
Construction Cost:01000 General Conditions:1011 Pre-construction Development	$0.00			
Construction Cost:01000 General Conditions:1012 Building Maintenance	$0.00			
Construction Cost:01000 General Conditions:1015 Consulting Fee	$0.00			
Construction Cost:01000 General Conditions:1020 Chemical Toilets	$150.00	50 per mo		
Construction Cost:01000 General Conditions:1030 Debris Removal	$0.00			
Construction Cost:01000 General Conditions:1035 Demolition	$0.00			
Construction Cost:01000 General Conditions:1040 Design	$0.00			
Construction Cost:01000 General Conditions:1050 Dumpster	$600.00	200 per mo		
Construction Cost:01000 General Conditions:1060 Engineering Fees	$5,000.00	foundation		
Construction Cost:01000 General Conditions:1070 Final Clean-Up	$0.00			
Construction Cost:01000 General Conditions:1080 Freight/Delivery	$0.00			
Construction Cost:01000 General Conditions:1090 Fuel	$0.00			
Construction Cost:01000 General Conditions:1095 Hotel	$0.00			
Construction Cost:01000 General Conditions:1100 Job Trailer	$0.00			
Construction Cost:01000 General Conditions:1110 Material Runs	$0.00			
Construction Cost:01000 General Conditions:1115 Misc Unit Improvements	$0.00			
Construction Cost:01000 General Conditions:1116 Misc Unit Warranty	$0.00			
Construction Cost:01000 General Conditions:1120 On-Going Clean-Up	$3,000.00			
Construction Cost:01000 General Conditions:1130 Permits & Fees				
Building Permits	$8,194.00	0.007		
Impact Fees	$0.00			
Water Offset Credits	$0.00			
UEC	$0.00			
Construction Cost:01000 General Conditions:1140 Plans & Copies	$250.00			
Construction Cost:01000 General Conditions:1150 Project Management	$7,500.00			
Construction Cost:01000 General Conditions:1160 Punch List/Closeout	$0.00			
Construction Cost:01000 General Conditions:1170 Rental Equipment	$0.00			
Construction Cost:01000 General Conditions:1180 Project Safety	$0.00			
Construction Cost:01000 General Conditions:1190 Security	$0.00			
Construction Cost:01000 General Conditions:1193 Signage-Site	$0.00			
Construction Cost:01000 General Conditions:1194 Signage-Unit	$0.00			

NCRTD
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Construction Cost:01000 General Conditions:1195 Snow & Water Removal	$0.00			
Construction Cost:01000 General Conditions:1200 Supervision	$0.00			
Construction Cost:01000 General Conditions:1210 Temp Phone	$0.00			
Construction Cost:01000 General Conditions:1220 Temp Utilities	$0.00			
Construction Cost:01000 General Conditions:1230 Temporary Heat	$0.00			
Construction Cost:01000 General Conditions:1240 Temporary Lighting	$0.00			
Construction Cost:01000 General Conditions:1245 Temporary Fencing	$0.00			
Construction Cost:01000 General Conditions:1250 Testing	$0.00			
Construction Cost:01000 General Conditions:1260 Tools & Tool Maintenance	$0.00			
Construction Cost:01000 General Conditions:1270 Weather Protection	$0.00			
Construction Cost:01000 General Conditions:1280 Building Protection	$0.00			
Construction Cost:01000 General Conditions:1285 Property Protection/Damage	$0.00			
Construction Cost:01000 General Conditions:1290 Window Cleaning	$0.00			
Total for General Conditions	**$24,694.00**			
Construction Cost:02000 Site Work				
Construction Cost:02000 Site Work:2005 Archeology	$0.00			
Construction Cost:02000 Site Work:2010 Asphalt Paving/parking lot grade	$0.00			
Construction Cost:02000 Site Work:2020 Building Earthwork	$1,040.00	cut and grub back hoe 2 days		
Construction Cost:02000 Site Work:2030 Building Fine Grade	$500.00			
Construction Cost:02000 Site Work:2040 Building Rough Grade	$0.00	see 2020		
Construction Cost:02000 Site Work:2050 Demolition	$0.00			
Construction Cost:02000 Site Work:2055 Estimating	$0.00			
Construction Cost:02000 Site Work:2060 Hardscape	$0.00			
Construction Cost:02000 Site Work:2070 Landscaping	$0.00			
Construction Cost:02000 Site Work:2080 Misc. Site Work	$2,500.00			
Construction Cost:02000 Site Work:2090 Parking Lines & Bumpers	$0.00			
Construction Cost:02000 Site Work:2095 Project Management	$0.00			
Construction Cost:02000 Site Work:2100 Site Cable	$0.00			
Construction Cost:02000 Site Work:2105 Site Clean Up	$1,000.00			
Construction Cost:02000 Site Work:2110 Site Concrete	$3,000.00	sidewalk	900	450
Construction Cost:02000 Site Work:2120 Site Drainage	$0.00			
Construction Cost:02000 Site Work:2125 SWPPP Storm Water Polution	$0.00			
Construction Cost:02000 Site Work:2130 Site Earthwork	$0.00			
Construction Cost:02000 Site Work:2140 Site Electrical	$0.00			
Construction Cost:02000 Site Work:2150 Site Fine Grade	$0.00			
Construction Cost:02000 Site Work:2160 Site Gas	$0.00			
Construction Cost:02000 Site Work:2170 Site Fiber optic/Broadband	$0.00			
Construction Cost:02000 Site Work:2180 Site Irrigation	$0.00			

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Separate Maintenance Facility

Construction Cost:02000 Site Work:2185 Site Fencing	$0.00			
Construction Cost:02000 Site Work:2190 Site Rough Grade	$0.00			
Construction Cost:02000 Site Work:2200 Site Sewer	$0.00			
Construction Cost:02000 Site Work:2205 Site Signage	$0.00			
Construction Cost:02000 Site Work:2207 Site Stucco	$0.00			
Construction Cost:02000 Site Work:2210 Site Telephone	$0.00			
Construction Cost:02000 Site Work:2220 Site Water	$0.00			
Construction Cost:02000 Site Work:2230 Soils Investigation	$0.00			
Construction Cost:02000 Site Work:2240 Survey & Layout	$0.00			
Construction Cost:02000 Site Work:2250 Geotechnical Contingency	$0.00			
Total Site Work	**$8,040.00**			
Construction Cost:03000 Concrete & Foundation				
Construction Cost:03000 Concrete & Foundation:3005 Cabinets Concrete	$0.00			
Construction Cost:03000 Concrete & Foundation:3010 Concrete Curing	$0.00			
Construction Cost:03000 Concrete & Foundation:3020 Excavation	$0.00	see 5070		
Construction Cost:03000 Concrete & Foundation:3030 Foundation & Slabs	$11,375.00	Add 2 inches to slab	3,413	1,706
Construction Cost:03000 Concrete & Foundation:3040 Misc. Concrete	$0.00			
Construction Cost:03000 Concrete & Foundation:3050 Slab Color	$0.00			
Construction Cost:03000 Concrete & Foundation:3060 Slab Scoring	$0.00			
Construction Cost:03000 Concrete & Foundation:3065 Core Drilling & Sawing	$0.00			
Construction Cost:03000 Concrete & Foundation:3070 Waterproofing	$0.00			
Total Concrete and Foundation	**$11,375.00**			
Construction Cost:04000 Masonry				
Construction Cost:04000 Masonry:4010 Misc. Masonry	$0.00			
Construction Cost:04000 Masonry:4020 Unit Masonry - Building	$0.00			
Construction Cost:04000 Masonry:4030 Unit Masonry - Site	$0.00			
Total Masonry	**$0.00**			
Construction Cost:05000 Metals				
Construction Cost:05000 Metals:5002 Balconey Railings	$0.00			
Construction Cost:05000 Metals:5005 Cabinets Metal	$0.00			
Construction Cost:05000 Metals:5010 Misc. Metals	$0.00			
Construction Cost:05000 Metals:5020 Ornamental Steel	$0.00			
Construction Cost:05000 Metals:5030 Sheet Metal	$0.00			
Construction Cost:05000 Metals:5040 Site Steel / Metal	$0.00			
Construction Cost:05000 Metals:5050 Treads & Risers Material	$0.00			
Construction Cost:05000 Metals:5051 Treads & Risers Labor	$0.00			
Construction Cost:05000 Metals:5052 Stairs Material	$15,000.00	2 sets w landing Fsindustries	15,000	
Construction Cost:05000 Metals:5053 Stairs Labor	$2,000.00	install	2,000	
Construction Cost:05000 Metals:5054 Handrails Material	$0.00			

NCRTD
Preliminary Budget
Separate Maintenance Facility

Construction Cost:05000 Metals:5055 Handrails Labor	$0.00			
Construction Cost:05000 Metals:5056 Guardrail Materials	$0.00			
Construction Cost:05000 Metals:5057 Guardrail Labor	$0.00			
Construction Cost:05000 Metals:5060 Steel Erection	$0.00	see 5070		
Construction Cost:05000 Metals:5070 Structural Steel	$98,500.00	4 inch slab, structure, overhead doors and insulation - General Steel, wash bay 27K	27,000	14,775
Construction Cost:05000 Metals:5080 Anchors, Bolts & Hangers	$3,000.00	misc	900	450
Total Metals	**$118,500.00**			
Construction Cost:06000 Woods & Plastics				
Construction Cost:06000 Woods & Plastics:6010 Architectural Woodwork	$0.00			
Construction Cost:06000 Woods & Plastics:6020 Cabinets	$0.00			
Construction Cost:06000 Woods & Plastics:6030 Fasteners & Adhesives	$0.00			
Construction Cost:06000 Woods & Plastics:6040 Finish Carpentry	$0.00			
Construction Cost:06000 Woods & Plastics:6050 Millwork	$0.00			
Construction Cost:06000 Woods & Plastics:6060 Misc. Plastics	$0.00			
Construction Cost:06000 Woods & Plastics:6070 Misc. Woodwork	$0.00			
Construction Cost:06000 Woods & Plastics:6075 Exterior Sheathing	$0.00			
Construction Cost:06000 Woods & Plastics:6080 Rough Carpentry Labor	$2,000.00	Office / storage walls		2,000
Construction Cost:06000 Woods & Plastics:6081 Rough Carpentry Materials	$1,500.00	Office / storage walls		1,500
Construction Cost:06000 Woods & Plastics:6082 Balcony Decks	$0.00			
Construction Cost:06000 Woods & Plastics:6083 Nailing Joist Hangers	$0.00			
Construction Cost:06000 Woods & Plastics:6084 Balcony Trellis	$0.00			
Construction Cost:06000 Woods & Plastics:6090 Shelving	$3,000.00	allowance		3,000
Construction Cost:06000 Woods & Plastics:6092 Stairs & Railings	$0.00	see 5020		
Total Woods and Plastics	**$6,500.00**			
Construction Cost:07000 Thermal & Moisture Protec				
Construction Cost:07000 Thermal & Moisture Protec:7010 Fireproofing	$0.00			
Construction Cost:07000 Thermal & Moisture Protec:7020 Gutter & Downspouts	$0.00	see 5070		
Construction Cost:07000 Thermal & Moisture Protec:7030 Insulation	$2,000.00	see 5070 - add for office		2,000
Construction Cost:07000 Thermal & Moisture Protec:7040 Misc. T&M Protection	$0.00			
Construction Cost:07000 Thermal & Moisture Protec:7050 Roofing	$0.00	see 5070		
Construction Cost:07000 Thermal & Moisture Protec:7060 Roofing Specialties	$0.00	see 5070		
Construction Cost:07000 Thermal & Moisture Protec:7070 Skylights Labor	$0.00			
Construction Cost:07000 Thermal & Moisture Protec:7071 Skylights Materials	$0.00			
Construction Cost:07000 Thermal & Moisture Protec:7080 Sound Insulation	$0.00			
Construction Cost:07000 Thermal & Moisture Protec:7090 Waterproofing	$0.00			
Total Thermal & Moisture Protection	**$2,000.00**			
Construction Cost:08000 Doors & Windows				

NCRTD
Preliminary Budget
Separate Maintenance Facility

Construction Cost:08000 Doors & Windows:8010 Door Hardware Labor	$75.00	office and storage room doors		75
Construction Cost:08000 Doors & Windows:8011 Door Hardware Materials	$200.00			200
Construction Cost:08000 Doors & Windows:8020 Glazing	$0.00			
Construction Cost:08000 Doors & Windows:8030 Metal Doors & Frames Labor	$0.00			
Construction Cost:08000 Doors & Windows:8031 Metal Doors & Frames Mater	$0.00			
Construction Cost:08000 Doors & Windows:8040 Metal Windows Labor	$0.00			
Construction Cost:08000 Doors & Windows:8041 Metal Windows Materials	$0.00			
Construction Cost:08000 Doors & Windows:8050 Misc. Doors & Windows Labor	$0.00			
Construction Cost:08000 Doors & Windows:8051 Misc. Doors & Windows Material	$0.00			
Construction Cost:08000 Doors & Windows:8060 Special Doors Labor	$0.00			
Construction Cost:08000 Doors & Windows:8061 Special Doors Materials	$0.00	see 5070		
Construction Cost:08000 Doors & Windows:8070 Special Windows Labor	$0.00			
Construction Cost:08000 Doors & Windows:8071 Special Windows Materials	$0.00			
Construction Cost:08000 Doors & Windows:8080 Window Hardware Labor	$0.00			
Construction Cost:08000 Doors & Windows:8081 Window Hardware Materials	$0.00			
Construction Cost:08000 Doors & Windows:8090 Clad Door&Window Labor	$150.00	two in office		150
Construction Cost:08000 Doors & Windows:8091 Clad Door&Window Material	$800.00	two in office		800
Construction Cost:08000 Doors & Windows:8100 Wood Doors Labor	$75.00	office and storage room doors		75
Construction Cost:08000 Doors & Windows:8101 Wood Doors Materials	$500.00	office and storage room doors		500
Construction Cost:08000 Doors & Windows:8120 Door Change Order	$0.00			
Total Doors & Windows	**$1,800.00**			
Construction Cost:09000 Finishes				
Construction Cost:09000 Finishes:9010 Acoustical Ceiling	$0.00			
Construction Cost:09000 Finishes:9020 Baseboard	$300.00	office		300
Construction Cost:09000 Finishes:9030 Carpet	$0.00			
Construction Cost:09000 Finishes:9040 Concrete Stain	$0.00			
Construction Cost:09000 Finishes:9050 Floor Sealer	$2,025.00	water based	608	304
Construction Cost:09000 Finishes:9060 Floor Tile	$0.00			
Construction Cost:09000 Finishes:9065 Door & Window Sealer	$0.00			
Construction Cost:09000 Finishes:9070 Gypsum Board	$3,800.00	Office and storage room walls and ceilings		3,800
Construction Cost:09000 Finishes:9080 Lath/Plaster & Stucco	$0.00			
Construction Cost:09000 Finishes:9090 Painting	$875.00	Office walls and ceiling		875
Construction Cost:09000 Finishes:9100 Special Finishes	$0.00			
Construction Cost:09000 Finishes:9110 Special Floor Finishes	$0.00			
Construction Cost:09000 Finishes:9120 Wall Tile	$0.00			
Construction Cost:09000 Finishes:9125 Cabinet Top Tile	$0.00			
Construction Cost:09000 Finishes:9130 Window Coverings	$0.00			

NCRTD
Preliminary Budget
Separate Maintenance Facility

Construction Cost:09000 Finishes:9140 Wood Flooring	$0.00			
Total Finishes	**$7,000.00**			
Construction Cost:10000 Specialties				
Construction Cost:10000 Specialties:10010 Access Panels	$0.00			
Construction Cost:10000 Specialties:10020 Compartments & Cubicles	$0.00			
Construction Cost:10000 Specialties:10030 Fire Protection Specialti	$0.00			
Construction Cost:10000 Specialties:10040 Fireplaces & Stoves	$0.00			
Construction Cost:10000 Specialties:10050 Grilles & Screens	$0.00			
Construction Cost:10000 Specialties:10060 Hatch & Hatch Stairs	$0.00			
Construction Cost:10000 Specialties:10070 Louvers & Vents	$0.00			
Construction Cost:10000 Specialties:10080 Partitions	$0.00			
Construction Cost:10000 Specialties:10090 Pedestrian Control Device	$0.00			
Construction Cost:10000 Specialties:10100 Pest Control	$0.00			
Construction Cost:10000 Specialties:10110 Postal Specialties	$0.00			
Construction Cost:10000 Specialties:10120 Telephone Specialties	$0.00			
Construction Cost:10000 Specialties:10130 Toilet & Bath Accessories	$250.00	one bathroom		250
Construction Cost:10000 Specialties:10140 Wall & Corner Guards	$0.00			
Total Specialties	**$250.00**			
Construction Cost:11000 Equipment				
Construction Cost:11000 Equipment:11010 Maintenance Equipment	$0.00			
Lifts - 8	$35,000.00			
Other equipment allowance	$0.00		10,000	
Construction Cost:11000 Equipment:11020 Office Equipment	$0.00			
Construction Cost:11000 Equipment:11030 Parking Control Equipment	$0.00			
Construction Cost:11000 Equipment:11040 Safety Equipment	$0.00			
Construction Cost:11000 Equipment:11050 Security Equipment	$0.00			
Construction Cost:11000 Equipment:11060 Kitchen Equipment	$0.00			
Total Equipment	**$35,000.00**			
Construction Cost:12000 Furnishings				
Construction Cost:12000 Furnishings:12010 Fabrics	$0.00			
Construction Cost:12000 Furnishings:12020 Furniture & Accessories	$0.00			
Construction Cost:12000 Furnishings:12030 Interior Plants & Planting	$0.00			
Construction Cost:12000 Furnishings:12040 Rugs & Mats	$0.00			
Construction Cost:12000 Furnishings:12050 Special Furnishings	$0.00			
Construction Cost:12000 Furnishings:12060 Window Treatment	$0.00			
Total Furnishings	$0.00			
Construction Cost:13000 Special Construction				
Construction Cost:13000 Special Construction:13010 Building Automation Systems	$0.00			
Construction Cost:13000 Special Construction:13020 Misc. Special Construction	$0.00			

NCRTD
Preliminary Budget
Separate Maintenance Facility

Construction Cost:13000 Special Construction:13030 Sound & Vibration Control	$0.00			
Construction Cost:13000 Special Construction:13040 Special Purpose Rooms	$0.00			
Construction Cost:13000 Special Construction:13050 Special Security Systems	$0.00			
Total Special Construction	**$0.00**			
Construction Cost:14000 Conveying Systems				
Construction Cost:14000 Conveying Systems:14010 Dumbwaiters	$0.00			
Construction Cost:14000 Conveying Systems:14020 Elevators	$0.00			
Construction Cost:14000 Conveying Systems:14030 Hoists & Cranes	$0.00			
Construction Cost:14000 Conveying Systems:14040 Lifts	$0.00			
Construction Cost:14000 Conveying Systems:14050 Misc. Conveying Systems	$0.00			
Construction Cost:14000 Conveying Systems:14060 Scaffolding	$0.00			
Total Conveying Systems	**$0.00**			
Construction Cost:15000 Mechanical Systems				
Construction Cost:15000 Mechanical Systems:15010 Air Distribution	$0.00			
Construction Cost:15000 Mechanical Systems:15020 Air Handling	$10,000.00	Ventilation equipment		
Construction Cost:15000 Mechanical Systems:15030 Basic Mechanical Material	$0.00			
Construction Cost:15000 Mechanical Systems:15040 Controls	$0.00			
Construction Cost:15000 Mechanical Systems:15050 Fire Protection	$7,500.00	2.3 per sq ft		
Construction Cost:15000 Mechanical Systems:15060 Heat Generation	$0.00			
Construction Cost:15000 Mechanical Systems:15070 Heating, Venting & Air Co	$45,000.00	6 Ceiling mount gas fired unit heaters - 1500 per, hydronic gas fired baseboard heat for office and bath, roof mounted evap cooling		
Construction Cost:15000 Mechanical Systems:15080 Mechanical Insulation	$0.00			
Construction Cost:15000 Mechanical Systems:15090 Plumbing	$25,000.00	Rough in and trim out one bathroom, floor drains to seperator, rough in and trim out two utility sinks, gas to heaters, supply to evap coolers, DWV for all		3,750
Construction Cost:15000 Mechanical Systems:15095 Water Filtering	$0.00			
Construction Cost:15000 Mechanical Systems:15100 Testing	$0.00			
Total Mechanical Systems	**$87,500.00**			
Construction Cost:16000 Electrical Systems				
Construction Cost:16000 Electrical Systems:16010 Basic Electrical Material	$0.00			
Construction Cost:16000 Electrical Systems:16020 Communications	$0.00			
Construction Cost:16000 Electrical Systems:16030 Controls	$0.00			
Construction Cost:16000 Electrical Systems:16040 Lighting	$15,000.00	allowance 3 per sq ft	1,000	2,250
Construction Cost:16000 Electrical Systems:16050 Medium Voltage Distribution	$0.00			

NCRTD
Preliminary Budget
Separate Maintenance Facility

Construction Cost:16000 Electrical Systems:16060 Service & Distribution	$22,750.00	allowance 5 per sq ft	1,200	3,413
Construction Cost:16000 Electrical Systems:16070 Special Systems	$0.00			
Construction Cost:16000 Electrical Systems:16080 Testing	$0.00			
Total Electrical Systems	**$37,750.00**			
Subtotal Hard Costs	**$340,409.00**		62,020	42,623
Hard Cost Contingency 5%	**$17,020.45**		**$3,101.00**	**$2,131.13**
Subtotal Hard Costs	**$357,429.45**		**$65,121.00**	**$44,753.63**
Contractor OH	**$39,317.24**	11.00%	**$7,163.31**	**$4,922.90**
Contractor Profit	**$21,445.77**	6.00%	**$3,907.26**	**$2,685.22**
L&M payment Bond	**$5,361.44**	1.50%	**$976.82**	**$671.30**
Perf Bond	**$7,148.59**	2.00%	**$1,302.42**	**$895.07**
Bid Bond	**$3,574.29**	1.00%	**$651.21**	**$447.54**
Total Hard Costs	**$434,276.78**		**$79,122.02**	**$54,375.65**
Structure Gross SQ FT	**4,550.00**		**1,500.00**	**720.00**
Cost per Gross SQ FT	**$95.45**		**$52.75**	**$75.52**

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: February 1, 2013

Agenda Item - D

Title: North Central Regional Transit District FY13 Mid-Year Financial Summary/Projection Report.

Prepared By: Pat Lopez, Financial Analyst and Glenda Aragon Finance Manager.

Summary: Review of the Mid-Year expenditures to date. The North Central Regional Transit District (NCRTD) is currently reporting six months of financial activity. The standard for expenses and revenue is for the six month period to be at 50% of the budget.

The NCRTD is anticipating a reduction in projected Gross Receipt Tax (GRT) revenue and is off setting it with expenditure cuts and Capital Outlay projects that do not have a federal match being placed on hold for the remainder of the fiscal year. Overall the recommended plan of actions will not impact service delivery.

Background: The NCRTD operates on a State Fiscal year of July 1 to June 30 each year. Each year a budget is presented to the board for approval and approximately half way through the year the staff will brief the Board on the performance of the budget to-date as well as present any mid-year adjustments that might be required.

Recommended Action: It is recommended that the Board accept the Finance Subcommittee recommendation and endorse, the NCRTD Plan of Action including balancing the budget by conservatively anticipating the revenue loss in upcoming months in GRT. Budgeting conservatively for GRT revenues and cutting expenditures in various line items for the remainder of the year, will allow NCRTD to maintain a balanced budget.

NCRTD had anticipated funding some Capital Outlay projects in FY13 solely from GRT. These projects will be placed on hold until the last quarter of the current fiscal year to offset if necessary the possibility of any further loss in GRT revenue, and to ensure revenue projections plan out as anticipated.

The Finance Subcommittee met on January 25, 2013 and recommended endorsement by the Board of the attached Plan of Action.

Options/Alternatives:

1. Take no action; or
2. Endorse the plan of Action of Mid-Year Financial Summary/Projections (recommended).

Fiscal Impact:

Endorsing the plan of action would balance the budget by conservatively anticipating the revenue loss in upcoming months in GRT, and cutting the expenditures in various line items for the remainder of the year, while placing capital outlay projects that were exclusively funded by GRT in FY13 on hold. These actions will allow NCRTD to maintain a balanced budget.

Attachments:

NCRTD FY/13 Mid-Year Financial Summary/Projection and Plan of Action.

North Central Regional Transit District
FY13 Mid-Year Financial Summary/Projection

Summary:
The North Central Regional Transit District (NCRTD) is currently reporting six months of financial activity. The standard for expenses and revenue is for the six month period to be at 50% of the budget.

The NCRTD is anticipating a reduction in projected Gross Receipt Tax (GRT) revenue and is off setting it with expenditure cuts and Capital Outlay projects that do not have a federal match being placed on hold for the remainder of the fiscal year.

Overall the recommended plan of actions will not impact service delivery.

Financial facts and projections

Revenue:
NCRTD is reporting year-to-date actuals for expenditures and revenues as of December 31, 2012, including projections through June 30, 2013. The District is anticipating a total deficit in revenue of - $218,002. The revenue consists of a deficit in GRT of - $262,047 and a surplus of $44,045 from the proceeds resulting from the sale of auctioned vehicles, Transit Fares, Bank Interest and Miscellaneous Revenue.

Gross Receipt Tax (GRT): Currently the NCRTD is experiencing a deficit due to the loss of GRT revenue generated in Los Alamos County (LAC). The anticipated revenue expected to be received from October's GRT was $88,794. However, a refund granted to the Los Alamos National Laboratory, left NCRTD having to reimburse LA County -$65,390.65. The loss of anticipated GRT revenue from previous months led the NCRTD to project a reduction in revenue by-20% for the remainder of the fiscal year. Due to this deficiency in the anticipated revenue, the NCRTD also adjusted the following counties projected GRT revenue conservatively as follows:

- Rio Arriba County – Minus -3%%
- Santa Fe County – Increased +6.5%, (with the revenue sharing of half (1/2) back to the Rail Runner).
- Taos County – Increased +5.0%.

The balance at year end of FY13 will leave NCRTD with a deficit of - $262,047 in GRT.

Auction Vehicles/Misc.: NCRTD received $44,045 in proceeds from the sale of auctioned vehicles, Transit Fares, Bank Interest and Miscellaneous Revenue.

Expenditures:
The NCRTD calculated all the expenditures year- to- date as of December 31, 2012, and closely reviewed all the line items and anticipated spending cuts directly related to Administration, Operations, Non-RTD and Capital accounts. NCRTD is closely monitoring its current expenditures, and administered spending cuts that have been

incorporated in its projections. These anticipated spending cuts will allow the District the funds available to offset the loss in GRT revenue.

The breakdown of savings is reflected as follows in the following Departments:

- Administration $268,098;
- Operations $240,716;
- Non-RTD (paid to City of Santa Fe, Rio Metro—Railrunner and Los Alamos County) negative -$123,316);
- Capital Outlay (negative -$1,113);

The total savings in expenditure cuts amounts to $384,385.

Contingency/Freeze Capital Outlay:
The NCRTD has implemented a freeze on spending funds related to the following Capital Outlay projects:

- HVAC/Entry Garage Door $30,000;
- Photovoltaic Electrical Production $150,000; and
- Fueling Facility $112,326.

The savings resulting from a temporary hold back on these Capital Outlay projects leaves the District with a total contingency of $292,326 to offset any additional revenue reductions.

Plan of Action:
The NCRTD Plan of Action includes balancing the budget by conservatively anticipating the revenue loss in upcoming months in GRT from Los Alamos County at a higher rate of loss of - 20% and Rio Arriba at -3%. NCRTD is projecting a slight increase from Santa Fe County at +6.5%, keeping in mind the District has a cost sharing contract with Rio Metro, (The Railrunner) to share half of the GRT revenue it receives from Santa Fe County. Taos County is also experiencing a slight increase in GRT revenue in comparison to prior year actuals thus the increase in anticipated revenue is +5%.

Budgeting conservatively for GRT revenues and cutting expenditures in various line items for the remainder of the year, will allow NCRTD to maintain a balanced budget.

NCRTD has funded some Capital Outlay projects in FY13 solely from GRT. These projects will be placed on hold until the last quarter of the current fiscal year to offset if necessary the possibility of any further loss in GRT revenue, and to ensure revenue projections plan out as anticipated.

NCRTD Regional Transit Gross Receipts Taxes Collected
Budget versus Actuals for Fiscal Year 2013 through November
Percent of Year - Budgeted 12-Month Collection; 5 of 12 Months

				FY13 Activity								
County	Month of Activity	FY11 Actual	FY12 Actual	Actual/Projection	Revenue	Budget (1)	Actual Revenue % of Monthly Budget	Monthly Budget Variance	YTD Budget Variance	$ Month Over/Under	$ YTD Over/Under	Less 50% to Rio Metro
Los Alamos	July	225,789	130,018	Actual	124,560	176,002	70.77%	-29.23%	-29.23%	(51,442)	(51,442)	
	August	146,507	215,861	Actual	167,973	154,497	108.72%	8.72%	-11.49%	13,476	(37,966)	
	September	435,358	367,025	Actual	263,631	336,445	78.36%	-21.64%	-16.61%	(72,813)	(110,780)	
	October	129,529	51,498	Actual	(65,391)	88,794	-73.64%	-173.64%	-35.06%	(154,184)	(264,964)	
	November	157,604	120,772	Actual	98,601	151,722	64.99%	-35.01%	-35.05%	(53,121)	(318,085)	
	December	137,570	140,847	Projection	106,552	133,190	80.00%	-20.00%	-33.13%	(26,638)	(344,723)	
	January	152,079	139,742	Projection	107,583	134,479	80.00%	-20.00%	-31.62%	(26,896)	(371,618)	
	February	134,322	3,770	Projection	107,742	134,677	80.00%	-20.00%	-30.43%	(26,935)	(398,554)	
	March	211,391	118,403	Projection	158,719	198,398	80.00%	-20.00%	-29.06%	(39,680)	(438,233)	
	April	140,631	280,600	Projection	112,023	140,028	80.00%	-20.00%	-28.29%	(28,006)	(466,239)	
	May	268,642	176,478	Projection	147,936	184,921	80.00%	-20.00%	-27.45%	(36,984)	(503,223)	
	June	145,045	93,134	Projection	119,079	148,848	80.00%	-20.00%	-26.89%	(29,770)	**(532,993)**	
		2,284,466	1,838,146		1,449,007	1,982,000						
Rio Arriba	July	50,087	55,408	Actual	51,622	53,708	96.12%	-3.88%	-3.88%	(2,086)	(2,086)	
	August	49,678	58,814	Actual	55,703	54,636	101.95%	1.95%	-0.94%	1,067	(1,019)	
	September	51,872	56,781	Actual	52,600	53,824	97.73%	-2.27%	-1.38%	(1,224)	(2,244)	
	October	52,315	54,911	Actual	53,009	52,490	100.99%	0.99%	-0.80%	519	(1,724)	
	November	43,618	51,363	Actual	48,144	45,878	104.94%	4.94%	0.21%	2,266	541	
	December	59,107	54,028	Projection	53,166	54,810	97.00%	-3.00%	-0.35%	(1,644)	(1,103)	
	January	42,999	40,611	Projection	40,001	41,238	97.00%	-3.00%	-0.66%	(1,237)	(2,340)	
	February	39,667	38,417	Projection	36,738	37,874	97.00%	-3.00%	-0.88%	(1,136)	(3,476)	
	March	44,968	41,602	Projection	42,364	43,674	97.00%	-3.00%	-1.09%	(1,310)	(4,786)	
	April	41,597	40,766	Projection	41,070	42,340	97.00%	-3.00%	-1.26%	(1,270)	(6,057)	
	May	46,860	46,478	Projection	42,420	43,732	97.00%	-3.00%	-1.41%	(1,312)	(7,369)	
	June	56,224	53,981	Projection	54,122	55,796	97.00%	-3.00%	-1.56%	(1,674)	**(9,043)**	
		578,993	593,160		570,957	580,000						

FY13 Activity

County	Month of Activity	FY11 Actual	FY12 Actual	Actual/Projection	Revenue	Budget (1)	Actual Revenue % of Monthly Budget	Monthly Budget Variance	YTD Budget Variance	$ Month Over/Under	$ YTD Over/Under	Less 50% to Rio Metro
Santa Fe	July	326,721	341,717	Actual	343,976	327,152	105.14%	5.14%	5.14%	16,824	16,824	8,412
	August	346,810	353,581	Actual	357,202	331,996	107.59%	7.59%	7.59%	25,207	42,031	21,016
	September	326,854	344,672	Actual	337,614	324,357	104.09%	4.09%	5.62%	13,257	55,288	27,644
	October	312,149	310,170	Actual	338,872	305,913	110.77%	10.77%	6.84%	32,959	71,423	35,712
	November	292,808	314,413	Actual	318,969	286,164	111.46%	11.46%	7.68%	32,805	121,053	60,526
	December	379,039	385,881	Projection	386,909	363,295	106.50%	6.50%	7.46%	23,614	144,667	72,334
	January	275,294	298,696	Projection	283,932	266,602	106.50%	6.50%	7.35%	17,329	161,996	80,998
	February	273,128	291,582	Projection	275,995	259,150	106.50%	6.50%	7.26%	16,845	178,841	89,420
	March	316,896	336,024	Projection	325,996	306,099	106.50%	6.50%	7.17%	19,896	198,737	99,369
	April	300,650	299,091	Projection	309,726	290,822	106.50%	6.50%	7.11%	18,903	217,641	108,820
	May	326,791	318,839	Projection	323,615	303,863	106.50%	6.50%	7.05%	19,751	237,392	118,696
	June	368,658	364,705	Projection	384,131	360,686	106.50%	6.50%	7.00%	23,445	**260,837**	**130,418**
		3,845,798	3,959,371		3,986,937	3,726,100						
Taos	July	73,578	65,693	Actual	70,690	67,563	104.63%	4.63%	4.63%	3,127	3,126.90	
	August	67,483	68,537	Actual	64,738	61,467	105.32%	5.32%	5.32%	3,271	6,398.29	
	September	67,345	64,462	Actual	64,133	61,467	104.34%	4.34%	4.76%	2,666	9,064.73	
	October	63,959	59,745	Actual	63,843	59,507	107.29%	7.29%	5.36%	4,335	10,273.05	
	November	54,169	52,134	Actual	54,813	53,158	103.11%	3.11%	4.97%	1,655	15,055.33	
	December	105,305	74,712	Projection	74,712	87,374	85.51%	-14.49%	0.61%	(12,662)	2,393.32	
	January	44,583	57,367	Projection	52,386	49,892	105.00%	5.00%	1.11%	2,495	4,887.91	
	February	56,828	58,815	Projection	57,911	55,153	105.00%	5.00%	1.54%	2,758	7,645.57	
	March	60,643	66,684	Projection	63,016	60,015	105.00%	5.00%	1.92%	3,001	10,646.34	
	April	52,444	48,810	Projection	52,005	49,529	105.00%	5.00%	2.17%	2,476	13,122.79	
	May	57,833	56,939	Projection	55,968	53,303	105.00%	5.00%	2.40%	2,665	15,787.92	
	June	66,359	63,601	Projection	70,636	67,272	105.00%	5.00%	2.64%	3,364	**19,151.54**	
		770,528	737,499		744,852	725,700						
Total		7,479,786	7,128,176		6,751,753	7,013,800			-3.74%		(262,047)	(392,466)

(1) Budget figures are based on trends from the percentage of actual revenues received each month compared to the annual total from the last three fiscal years.

NCRTD
Capital Outlay

Capital Expenses

Description	Revenue Description	Budget	Expended	Projected	Balance
Scheduling/Reporting/Vehicle Location Software	5311/Federal	450,000	-	450,000	-
Plow for RTD Truck/Snow Removal	GRT	7,000	6,781	0	219
		457,000	6,781	450,000	219

Buildings

Description		Budget	Expended	Projected	Balance
HVAC Enclosure & Entry Garage Door	GRT	30,000	-	30,000	-
Photovoltaic Electrical Production	GRT	150,000	-	150,000	-
		180,000	-	180,000	-

Furniture & Fixtures

Description		Budget	Expended	Projected	Balance
Fueling Facility	GRT	112,326	-	112,326	-
Shelters, Signage, Trash Recepticals/Schedule Holders	5311/Federal	80,000	-	80,000	-
Furniture/Fixtures & Equipment	Cash Balance	333,000	99,440	10,000	223,560
Building Construction		-	224,891	-	(224,891)
		525,326	324,332	202,326	(1,332)

Passenger Buses

Description		Budget	Expended	Projected	Balance
Fleet/4 Buses	State of Good Repair/Federa	350,000		350,000	-
		350,000	-	350,000	-

Other Capital Expenses

Description		Budget	Expended	Projected	Balance	
Signs & Post Placement for Shelters	Capital/5311 Federal		4,952	-	(4,952)	(1)
Schedules/Holders	Capital/5309 Federal	-	9,090	-	(9,090)	(1)
		-	14,042	-	(14,042)	

(1) - Transfer Funds from

Total	1,512,326		(1,113)

North Central Regional Transit District
FY13 Mid-Year Expenditure and Revenue Projections

Revenue

Description	Projected Balance
Gross Receipt Tax	$ (262,047.22)
Auctioned Vehicles	41,737
Interest	1,256
Insurance Proceeds	931
Miscellaneous	121
	$ (218,002.22)

Expenditures

Description	Administration	Operations	Non-RTD	Capital	Total	Total % of Expenditure Savings
Salaries	96,837.25	141,666		-	$238,502.97	62%
Employee Benefits	42,534	45,060		-	87,594	23%
Operating Costs	128,726	53,991	(123,316)	(1,113)	58,288	16%
Total	$ 268,097.60	$ 240,716.46	$ (123,316.00)	$(1,113.00)	$384,385.06	100%

Contingency/Freeze Capital Outlay Until Further Notice

Description	Amount
HVAC/Entry Garage Door	$ 30,000.00
Photovotaic Elec. Production	150,000
Fueling Facility	112,326
	$ 292,326.00

Summary

Decription	Amount
Revenue Projection	$ (218,002.22)
Expenditure Projection	384,385
Total	166,383
Contingency	292,326
Total	$ 458,708.83

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: February 1, 2013

Agenda Item - E

Title: Award of Bid for the procurement of Replacement Fleet.

Prepared By: Mike Kelly, Transit Operations Manager; Gus Martinez, Fleet Manager

Summary: The proposed bid award is for the procurement of a 14, 18, 28 and 40 passenger buses.

Background: On December 12, 2012, the District solicited bids for a 14, 18, 28 and 40 passenger buses. A pre-bid meeting was held on January 3, 2013 at the Jim West Transit Center. There were 5 prospective bidders that attended the mandatory pre-bid conference to discuss the bid proposal and specifications. Additional questions were received from prospective proposers which were answered and posted by January 16, 2013. The bids were due on January 22, 2013. An extension of the bid due date was requested by one of the bidders and the request was granted, therefore the new bid due date was January 28, 2013. Due to the timing of the board packet for distribution in relation to the new bid opening date and subsequent evaluation a staff recommendation and bid summary were not available, but will be distributed to the Board as soon as they are completed.

Recommended Action: Approve the recommendation of bid award from staff.

Options/Alternatives: Not approve award: This would require staff to re-evaluate the bids and select another vendor(s) or reject all bids and go back out to bid. This would delay the procurement and delivery further and jeopardize the availability of federal funds for this current fiscal year.

Fiscal Impact: The FY 2013 budget contains a total of $350,000, consisting of $ 280,000 in Federal grant funds @ 80% and the required $70,000 Local Match @ 20 %.

Attachments:

- NCRTD Transit Bus Pricing Agreement
- Bid Summary

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: February 1, 2013

Agenda Item - F

Title: Recap of Jim West Regional Transit Center Construction Project

Prepared By: Anthony J. Mortillaro, Executive Director

Summary: The construction project was closed out on November 1, 2012. Stoven Construction provided all the final forms required in order for the District to remit final payment and all punch list items had been completed as well. The facility is under a one year warranty which commenced upon occupancy which was July 2, 2012.

Background: The Board of Directors authorized the acquisition of the property 1327 N. Riverside Drive which consisted of the building and approximately 10 acres of land. The purchase price for the site and building was $1,666,978. The ground breaking for the remodel of the building and landing occurred on October 9, 2009. The construction contract was awarded to Stoven Construction in February 2011. Funding sources for the acquisition, design, project management and construction were acquired through The American Recovery and Reinvestment Act of 2009 (ARRA) in the amount of $2 million, Federal earmarks, and other funding came from Los Alamos GRT contribution and NCRTD Transit Gross Receipts tax. It does not appear that a complete budget including site acquisition and construction was ever developed for this project.

Recommended Action: None, information only

Options/Alternatives: None, information only

Fiscal Impact: The total construction cost was $2,014,487.15. The approved project budget including budgeted amendments for construction was $2,154,884.24. The project was completed under budget in the amount of $140,397.09 (6.52%). The budget for Furniture, Fixture and Equipment (FFE) was $222,766. Total expenditures for FFE's were $163,641.10. FFE expenditures were completed under budget in the amount of $59,124.90 (26%). Total project budget including construction and FFE's was $2,377,650.24. Total project expenditures were $2,178,128.25 Project returned $199521.99 (8.39%). Attached is a more detailed project accounting.

Attachments:
Summary of Building Construction Finances

SUMMARY OF BUILDING CONSTRUCTION FINANCES

1/24/2013

CONTRACT BUDGET			
Intial Contract Amount for Construction			$1,166,243.00
	GRT for Contract		$97,599.95
	3% for Change Orders		$34,987.29
BAR 1 (approved by DFA and posted in MIP)		**Add**	$250,000.00
BAR 2 (approved by DFA and posted in MIP)		**Add**	$606,054.00
Budget Total			**$2,154,884.24**
STOVEN (expenditures to date)		**Less**	$2,014,487.15
	Remaining Budget		$140,397.09
Remaining Stoven Billable			**$0.00**

Furniture/Fixture/Equipment		
FY12 Capital Budget for FFE		$222,766.00
Actual uses todate		$163,641.10
	Remaining Budget	$59,124.90

Total Budget with FFE's		$2,377,650.24
Total Expenditures with FFE's		$2,178,128.25
Remaining Budget	*8.39%*	$199,521.99

CHANGE ORDERS

Change Order No.	Date	Description	Approved	Amount
1	2/25/2011	Change 4 office cubicles in SE corner to enclosed offices	Y	$19,392.52
2	6/13/2011	Sub-grade evaluation	Y	$3,856.41
3	7/6/2011	Concrete floor grinding	Y	$994.97
4	7/6/2011	Refrigerator Power Rough in	Y	$117.54
5	8/22/2011	Buy American Associated Costs (restroom fixtures, etc ..)	Y	$11,026.05
6	8/22/2011	Relocate Driver Ready Room receptacle	Y	$118.07
7	8/25/2001	Sub grade soils corrections	Y	$58,483.70
8	8/25/2011	Sub grade soils corrections Bus Parking Area	Y	$33,966.00
9	9/7/2011	Drywall Remobilization - Buy America	Y	$3,492.27
10	9/22/2011	Drinking fountain receptacle and install 4 GFI receptecals	Y	$775.07
11	3/7/2012	Subgrade Modifications (parking and bus turnaround)	Y	$180,869.17
12	3/7/2012	Bus Parking & Silkey Road (Add Alts)	Y	$419,835.15
13	10/18/2012	Final Inspection corrections and electrical	Y	$20,559.90
			Total	**$753,486.82**
			Percentage of total budget	*31.69*

FFE's	Budget	Actual
Dot Foil (wiring, server,computers, IT relocation,equipment rack)	$0.00	$15,738.18
VOIP Phone System	$4,680.00	$5,883.80
A/V System (Candyman)	$26,131.00	$26,131.12
Phone/Data wiring and security systems	$22,130.81	$27,437.82
Exterior/Interior Signage	$37,000.00	$16,895.48
Window Blinds/Carpet Add.	$15,000.00	$7,989.69
Video Monitors	-$5,000.00	$0.00
Kitchen Applicances	$2,000.00	$963.68
White Boards	-$3,000.00	$0.00
Furnishings	$100,000.00	$61,647.88
Keys/restroom dispensers	$0.00	$953.45
Total	$206,941.81	$163,641.10
Remaining Budget		$43,300.71

Total Project Estimated Costs	
Land and Building Purchase	$1,666,978.40
Building Construction/Permits	$2,070,391.47
FFE	$163,641.10
Construction Mgmt/Architect	$174,359.61
Total	**$4,075,370.58**

Funding Sources	
ARRA/Stimulus	$2,000,000.00
FTA	$545,000.00
LA GRT	$516,809.00
RTD GRT	$1,078,820.00
Donation of Property	$97,131.19
Total	**$4,237,760.19**

North Central Regional Transit District
Financial Summary
As of January 25, 2013

Summary:
The North Central Regional Transit District (NCRTD) is currently reporting seven months of financial activity. The standard for expenses that should be spent for the six month period is 58% of the budget.

The month of January does not reflect all expenses because the Finance Department will continue to process invoices for the remainder of the month.

All budget figures in the revenue and expense charts and tables have been divided using a straight-line method to allocate monthly budget figures. A comparative analysis in revenue and expenses is presented to compare the previous year operating results.

Financial Highlights

Revenue:
As of January 25, 2013, total revenue of $3,482,564 was received by NCRTD. The revenue consists of $2,933,142 of Gross Receipt Taxes (GRT) collected by participating counties, $502,581 of Federal Revenue, $46,840 of Proceeds from the Sale of Auctioned Vehicles, Transit Fares, Bank Interest and Miscellaneous Revenue.

The amounts collected in GRT for the months of November 2012, through January 2013 lag two months behind from the counties and some more then 3 months lag. Total collected to date is 35.7% of budgeted revenue.

Expenditures:
For the month ending January 25, 2013, NCRTD recognized expenditures totaling $3,098,073 which is 31.7% of total budgeted expenditures. This percentage is below the standard 58% for the time period, mostly due to quarterly (instead of monthly) payments to the City of Santa Fe and Los Alamos County for transit services.

Of the $3,098,073 spent by NCRTD, $437,698 was in Administration, $2,315,220 in Operations and $345,155 was in Capital Outlay.

Administration has spent 37.6% of their budget, Operations has spent 32.7% and 22.8% in Capital Outlay.

Other Financial Updates:

- Annual Finance and Compliance Audit
  - The audit firm began their on-site field work the week of October 18, 2012. An exit interview was conducted on November 27, 2012 during the Finance Subcommittee meeting. The preliminary Audit report is being submitted on time to the State Auditor's office by December 3, 2012. NCRTD received the approval from the State Auditor's office for release of the FY12 Operational Audit on January 17, 2013, the audit report then becomes public record five days after the date of the released letter.

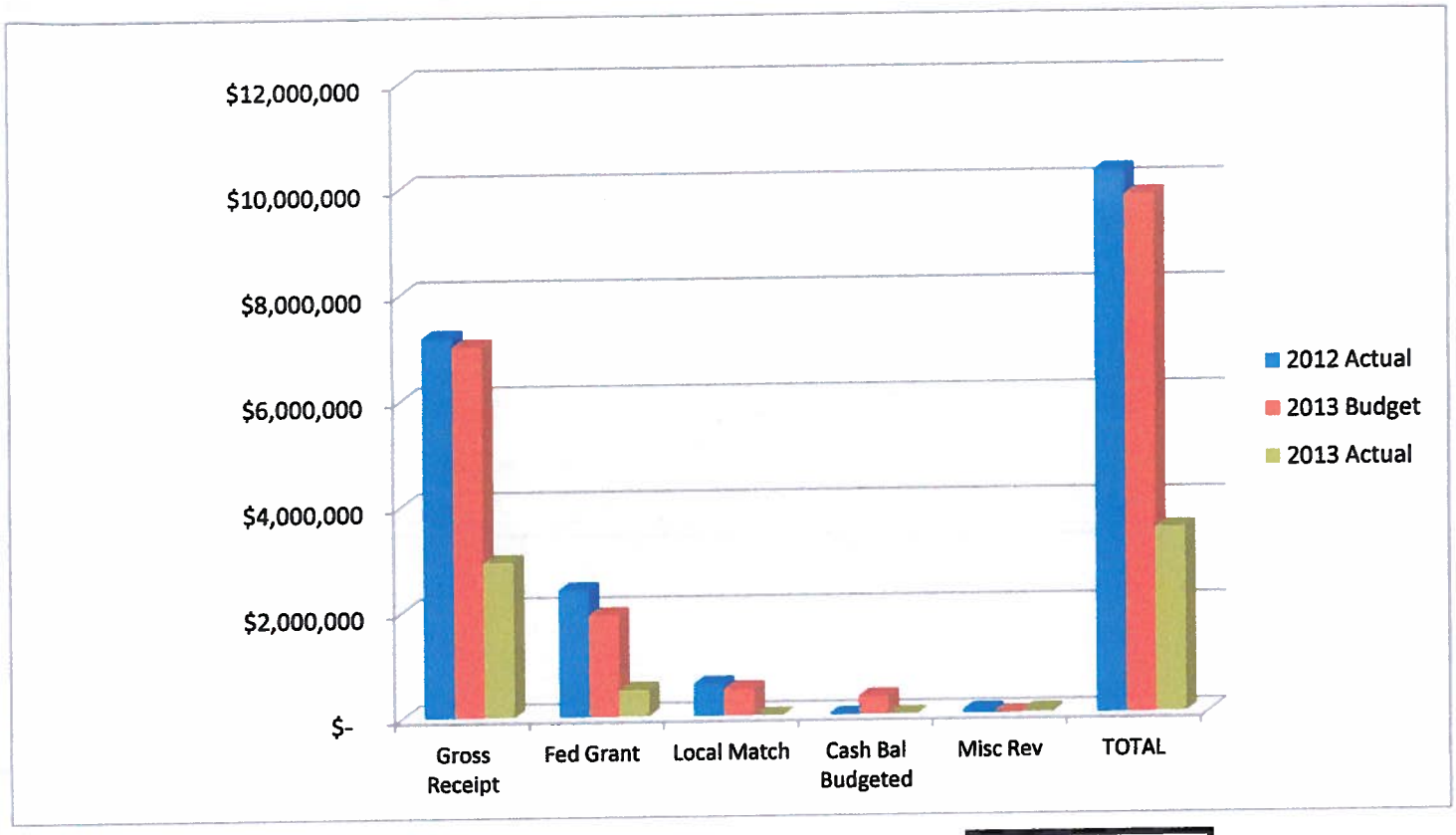
- <u>Gross Receipt Tax deficit and Mid-Year Budget Review Presented to Sub-Finance Committee.</u>
    - The NCRTD Staff meet with the Sub-Finance Committee on January 25, 2013 to bring forward a recommendation to the Board, the review of the Mid-Year Budget and staff recommendations to balance the Budget for the remainder of FY12. The NCRTD is anticipating a reduction in projected Gross Receipt Tax (GRT) revenue and is off setting it with expenditure cuts and Capital Outlay projects that do not have a federal match being placed on hold for the remainder of the fiscal year.

      Overall the recommended plan of actions will not impact service delivery.

This Financial Summary should be reviewed in conjunction with the Monthly Board Financial Report

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)
NCRTD Revenue by Sources
As of January 25, 2013



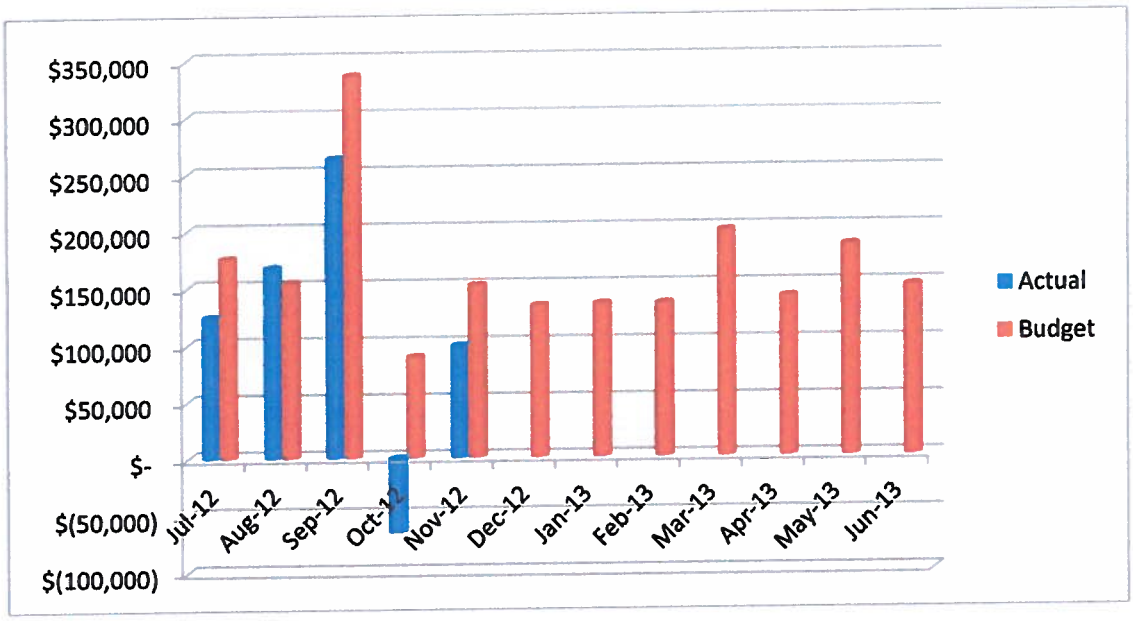
	2012 Actual	2013 Budget	2013 Actual	% of Actual vs budget
Gross Receipt	$ 7,183,334	$ 7,013,800	$ 2,933,142	41.8%
Fed Grant	$ 2,397,970	$ 1,917,879	$ 502,581	26.2%
Local Match	$ 600,000	$ 500,000	$ -	0.0%
Cash Bal Budgeted	$ -	$ 333,000	$ -	0.0%
Misc Rev	$ 56,140	$ -	$ 46,840	0.0%
TOTAL	$ 10,237,444	$ 9,764,679	$ 3,482,564	35.7%

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Gross Receipts Revenue By County

LOS ALAMOS COUNTY



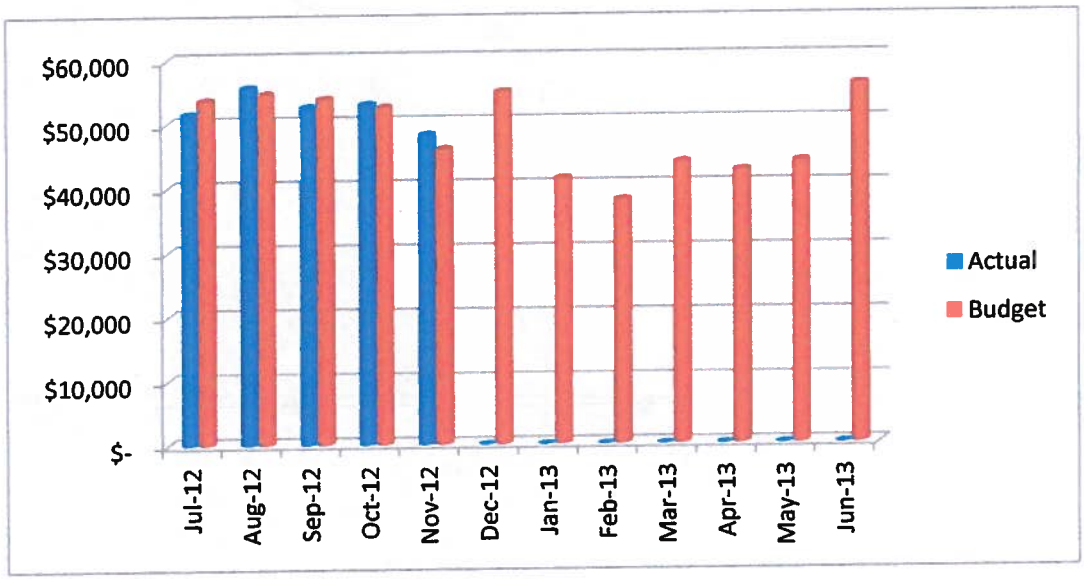
Date Received		Actual	Budget	Actual Revenue % of Monthly Budget
9/24/2012	Jul-12	$ 124,560	$ 176,002	71%
10/26/2012	Aug-12	$ 167,973	$ 154,497	109%
11/26/2012	Sep-12	$ 263,631	$ 336,445	78%
TBD	Oct-12	$ (65,391)	$ 88,794	-74%
Not received	Nov-12	$ 98,601	$ 151,722	65%
	Dec-12		$ 133,190	0%
	Jan-13		$ 134,479	0%
	Feb-13		$ 134,677	0%
	Mar-13		$ 198,398	0%
	Apr-13		$ 140,028	0%
	May-13		$ 184,921	0%
	Jun-13		$ 148,848	0%
	YTD Total	$ 589,374	$ 1,982,001	30%

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Gross Receipts Revenue By County

RIO ARRIBA COUNTY



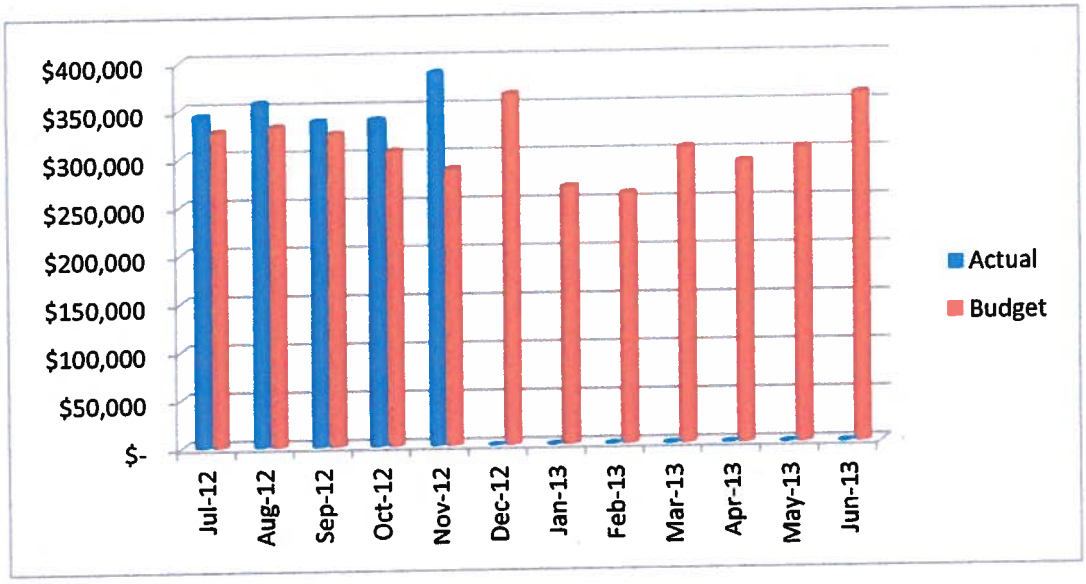
Date Received		Actual	Budget	Actual Revenue % of Monthly Budget
10/11/2012	Jul-12	$ 51,622	$ 53,708	96%
11/8/2012	Aug-12	$ 55,703	$ 54,636	102%
1/9/2013	Sep-12	$ 52,600	$ 53,824	98%
1/9/2013	Oct-12	$ 53,009	$ 52,490	101%
Not Received	Nov-12	$ 48,144	$ 45,878	105%
	Dec-12	$ -	$ 54,810	0%
	Jan-13	$ -	$ 41,238	0%
	Feb-13	$ -	$ 37,874	0%
	Mar-13	$ -	$ 43,674	0%
	Apr-13	$ -	$ 42,340	0%
	May-13	$ -	$ 43,732	0%
	Jun-13	$ -	$ 55,796	0%
	YTD Total	$ 261,077	$ 580,000	45%

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Gross Receipts Revenue By County

SANTA FE COUNTY



Date Received		Actual	Budget	Actual Revenue % of Monthly Budget
9/25/2012	Jul-12	$ 343,976	$ 327,152	105%
10/25/2012	Aug-12	$ 357,202	$ 331,996	108%
11/30/2012	Sep-12	$ 337,614	$ 324,357	104%
12/20/2012	Oct-12	$ 338,872	$ 305,913	111%
1/24/2013	Nov-12	$ 386,809	$ 286,164	135%
	Dec-12	$ -	$ 363,295	0%
	Jan-13	$ -	$ 266,602	0%
	Feb-13	$ -	$ 259,150	0%
	Mar-13	$ -	$ 306,099	0%
	Apr-13	$ -	$ 290,822	0%
	May-13	$ -	$ 303,863	0%
	Jun-13	$ -	$ 360,686	0%
	YTD Total	$ 1,764,474	$ 3,726,099	47%

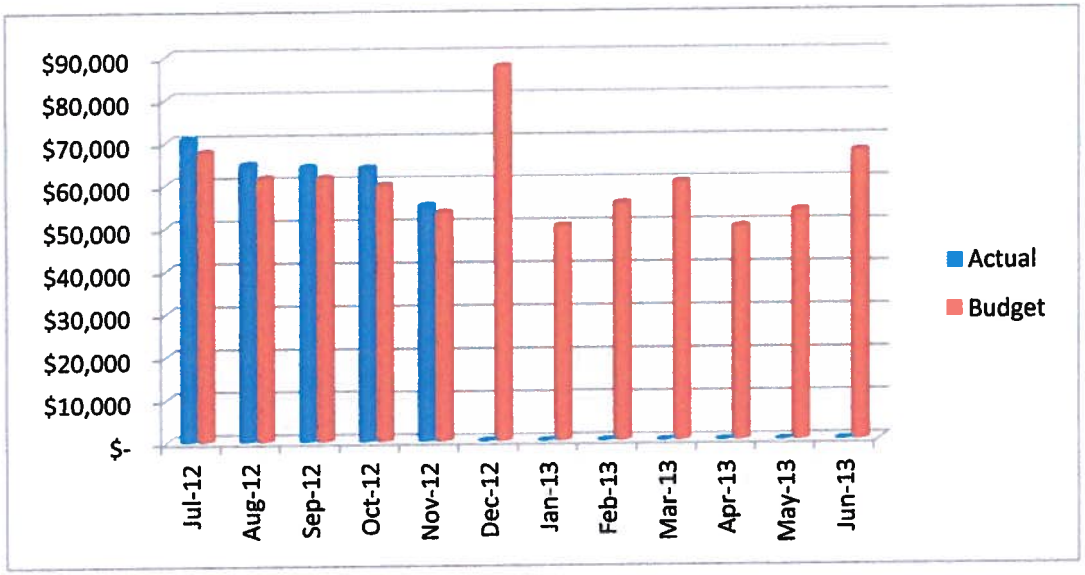
** Note one-half of the SF County GRT is allocated to Rio Metro

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Gross Receipts Revenue By County

TAOS COUNTY

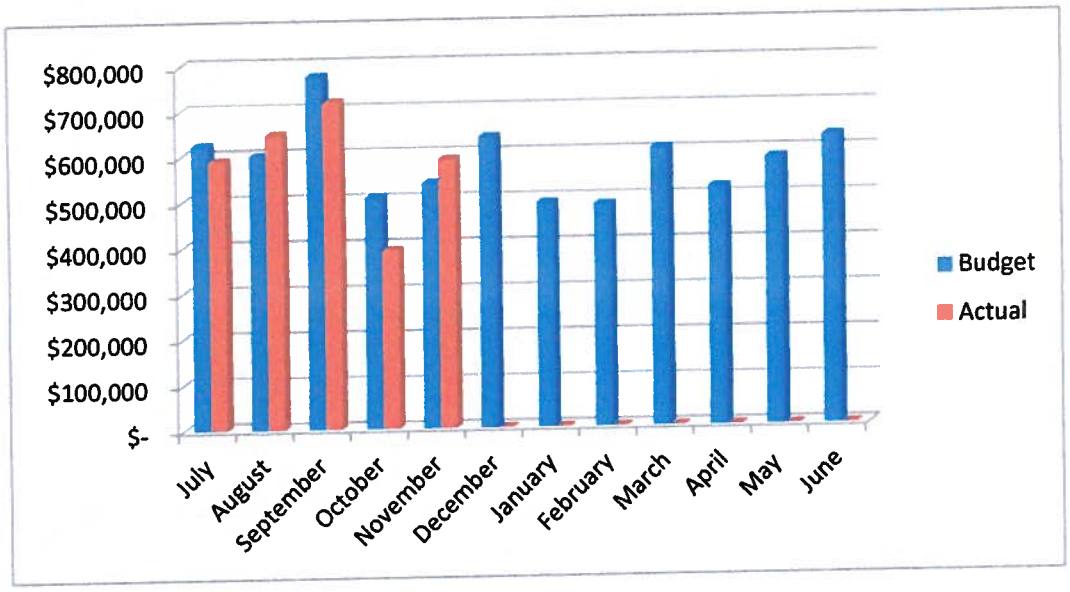


Date Received		Actual	Budget	Actual Revenue % of Monthly Budget
9/22/2012	Jul-12	$ 70,690	$ 67,563	105%
10/22/2012	Aug-12	$ 64,738	$ 61,467	105%
11/26/2012	Sep-12	$ 64,133	$ 61,467	104%
1/9/2013	Oct-12	$ 63,843	$ 59,507	107%
	Nov-12	$ 54,813	$ 53,158	103%
	Dec-12	$ -	$ 87,374	0%
	Jan-13	$ -	$ 49,892	0%
	Feb-13	$ -	$ 55,153	0%
	Mar-13	$ -	$ 60,015	0%
	Apr-13	$ -	$ 49,529	0%
	May-13	$ -	$ 53,303	0%
	Jun-13	$ -	$ 67,272	0%
	YTD Total	$ 318,217	$ 725,700	44%

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Gross Receipts Revenue Thru January 25th, 2013



Budget to Actual FY2013

($ thousands)

	Budget	Actual	Actual Revenue % of Monthly Budget
July	$ 624,424	$ 590,848	95%
August	$ 602,595	$ 645,616	107%
September	$ 776,092	$ 717,978	93%
October	$ 506,704	$ 390,333	77%
November	$ 536,922	$ 588,367	110%
December	$ 638,669	$ -	0%
January	$ 492,211	$ -	0%
February	$ 486,854	$ -	0%
March	$ 608,187	$ -	0%
April	$ 522,719	$ -	0%
May	$ 585,819	$ -	0%
June	$ 632,603	$ -	0%
	$ 7,013,799	$ 2,933,142	42%

Prior Year vs. Current Year

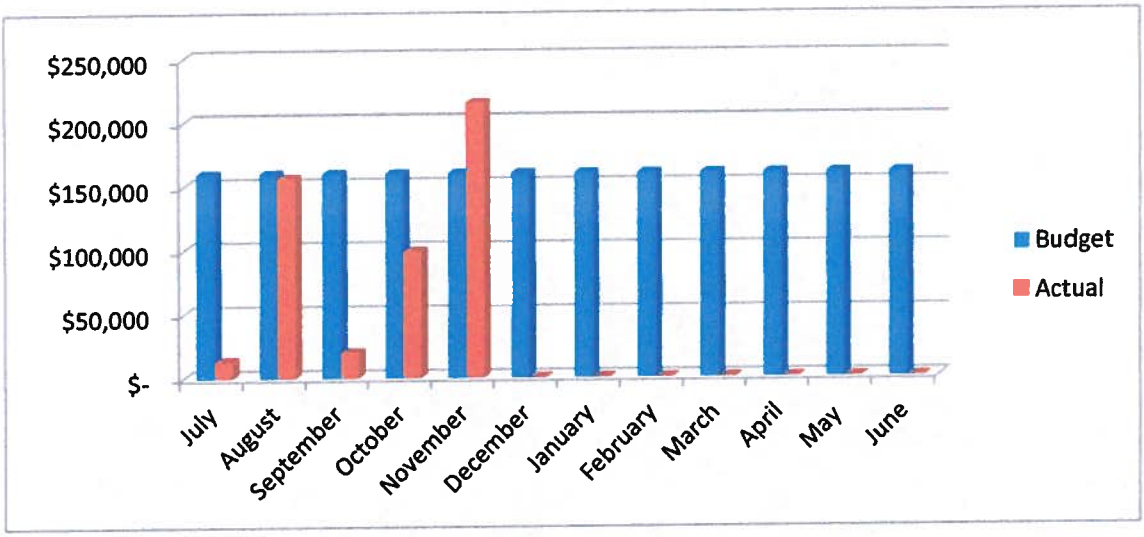
($ thousands)

	Prior Year FY2012	Current Year FY2013	Inc/Dec from Prior Year to Current Year
July	$ 537,428	$ 590,848	$ 53,420
August	$ 637,978	$ 645,616	$ 7,638
September	$ 890,381	$ 717,978	$ (172,403)
October	$ 421,413	$ 390,333	$ (31,080)
November	$ 487,320	$ 588,367	$ 101,047
December	$ 706,831	$ -	$ (706,831)
January	$ 607,499	$ -	$ (607,499)
February	$ 354,166	$ -	$ (354,166)
March	$ 641,741	$ -	$ (641,741)
April	$ 669,266	$ -	$ (669,266)
May	$ 552,255	$ -	$ (552,255)
June	$ 521,420	$ -	$ (521,420)
	$ 7,027,698	$ 2,933,142	$ (4,094,556)

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Grant Revenue



Budget to Actual FY2013
($ thousands)

	Budget	Actual	Actual Revenue % of Monthly Budget
July	$ 159,823	$ 12,892	8%
August	$ 159,823	$ 156,324	98%
September	$ 159,823	$ 20,023	13%
October	$ 159,823	$ 98,589	62%
November	$ 159,823	$ 214,753	134%
December	$ 159,823	$ -	0%
January	$ 159,823	$ -	0%
February	$ 159,823	$ -	0%
March	$ 159,823	$ -	0%
April	$ 159,823	$ -	0%
May	$ 159,823	$ -	0%
June	$ 159,823	$ -	0%
	$ 1,917,879	$ 502,581	26%

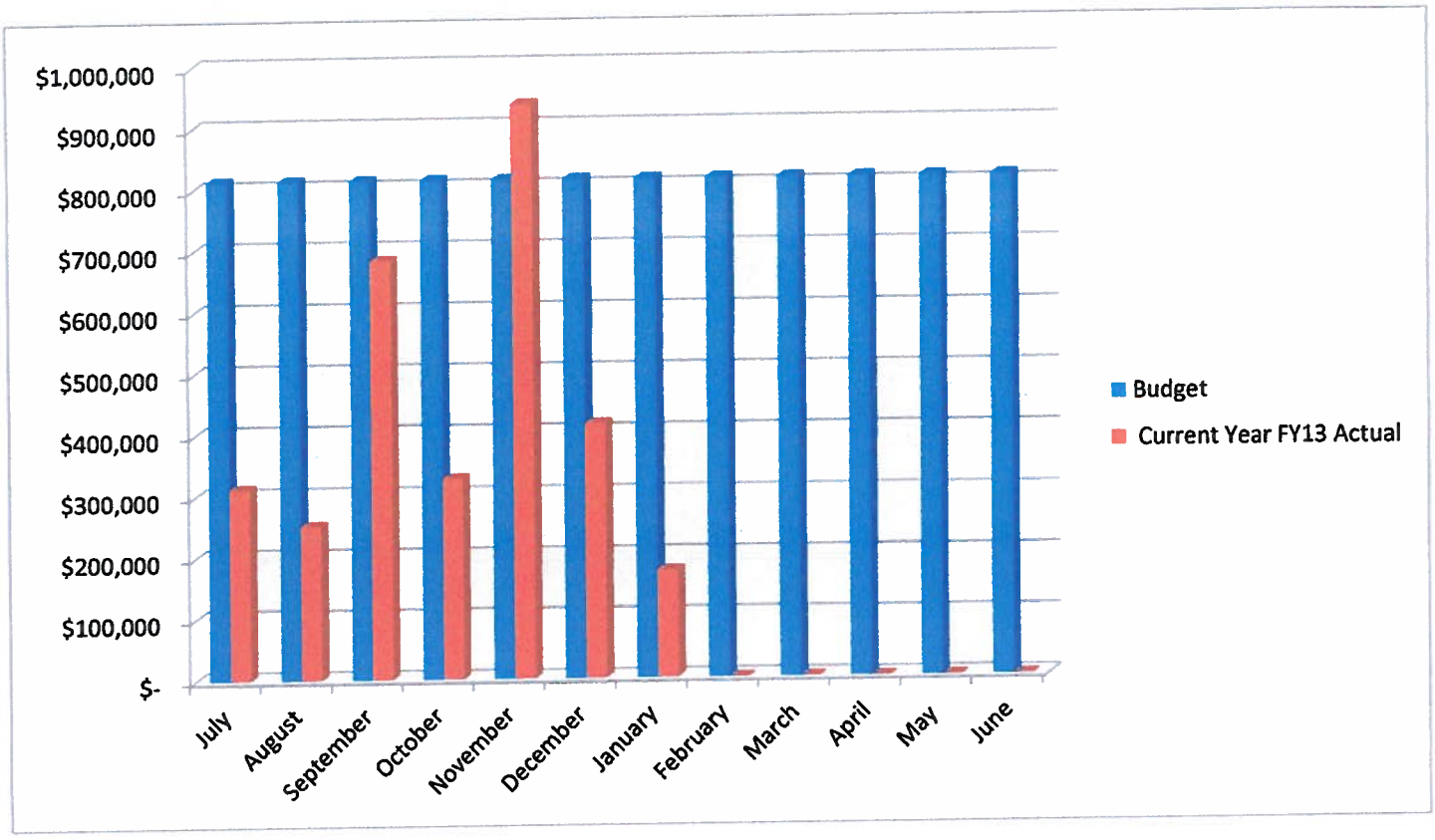
Prior Year vs. Current Year
($ thousands)

	Prior Year FY2012	Current Year FY2013	Inc/Dec from Prior Year to Current Year
July	$ 117,255	$ 12,892	$ (104,363)
August	$ 277,214	$ 156,324	$ (120,890)
September	$ 147,307	$ 20,023	$ (127,284)
October	$ 106,559	$ 98,589	$ (7,970)
November	$ -	$ 214,753	$ 214,753
December	$ 78,638	$ -	$ (78,638)
January	$ 166,375	$ -	$ (166,375)
February	$ 630,114	$ -	$ (630,114)
March	$ 160,966	$ -	$ (160,966)
April	$ 315,561	$ -	$ (315,561)
May	$ 153,703	$ -	$ (153,703)
June	$ 192,660	$ -	$ (192,660)
	$ 2,346,352	$ 502,581	

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

NCRTD BUDGET EXPENDITURES OVERALL



Budget to Actual FY2013
($ thousands)

	Prior Year FY12 Actual	Budget	Current Year FY13 Actual	Inc/Dec of Budget vs Actual
July	$ 142,344	$ 813,723	$ 311,578	$ 502,145
August	$ 963,643	$ 813,723	$ 250,791	$ 562,932
September	$ 721,573	$ 813,723	$ 683,194	$ 130,529
October	$ 837,581	$ 813,723	$ 326,905	$ 486,818
November	$ 739,592	$ 813,723	$ 936,612	$ (122,889)
December	$ 1,080,601	$ 813,723	$ 414,507	$ 399,216
January	$ 275,156	$ 813,723	$ 174,486	$ 639,237
February	$ 485,137	$ 813,723	$ -	$ 813,723
March		$ 813,723	$ -	$ 813,723
April		$ 813,723	$ -	$ 813,723
May		$ 813,723	$ -	$ 813,723
June		$ 813,723	$ -	$ 813,723
	$ 5,245,627	$ 9,764,680	$ 3,098,073	$ 6,666,607

32%

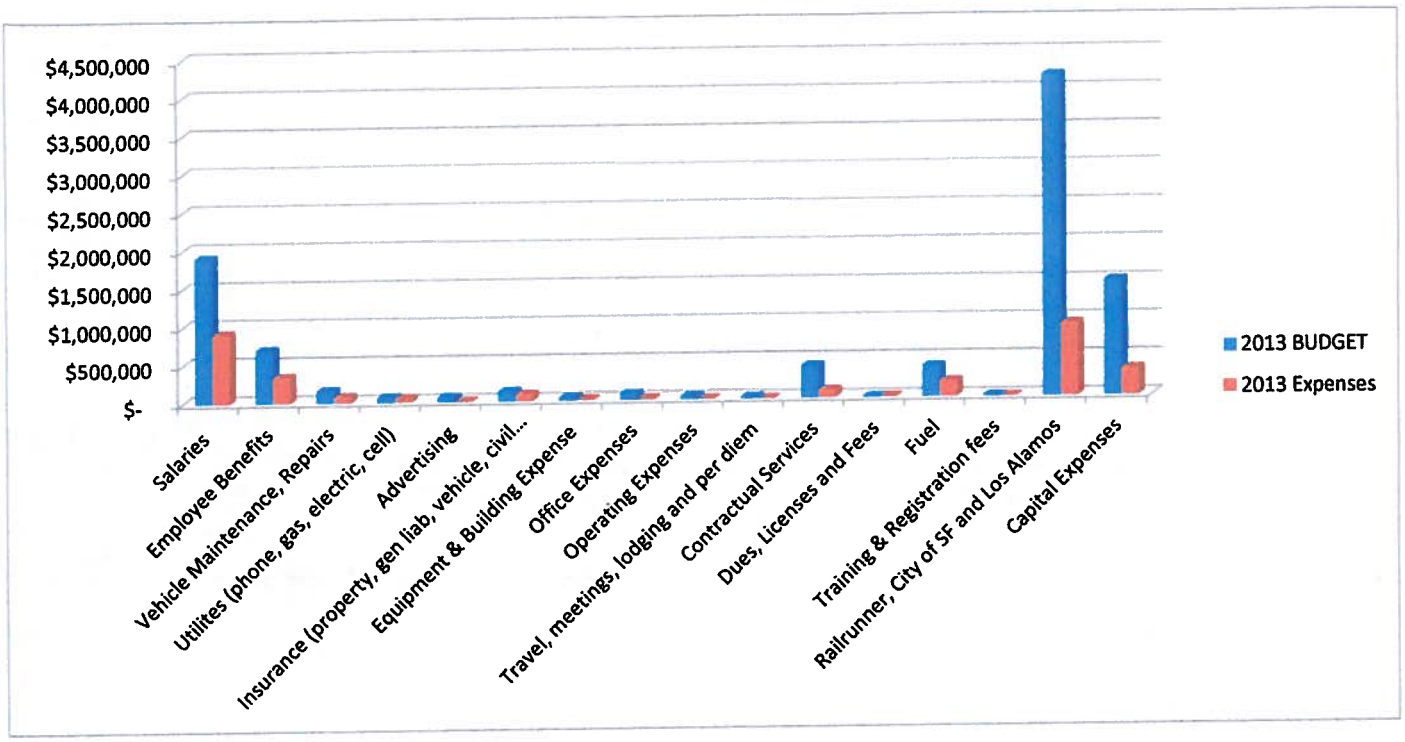
TOTAL NCRTD Budget

MONTHLY BOARD REPORT

FY2013 (July 1, 2021 to June 30, 2013)

NCRTD Expenses by Type

As of January 25, 2013



Comparative Expenses by Type

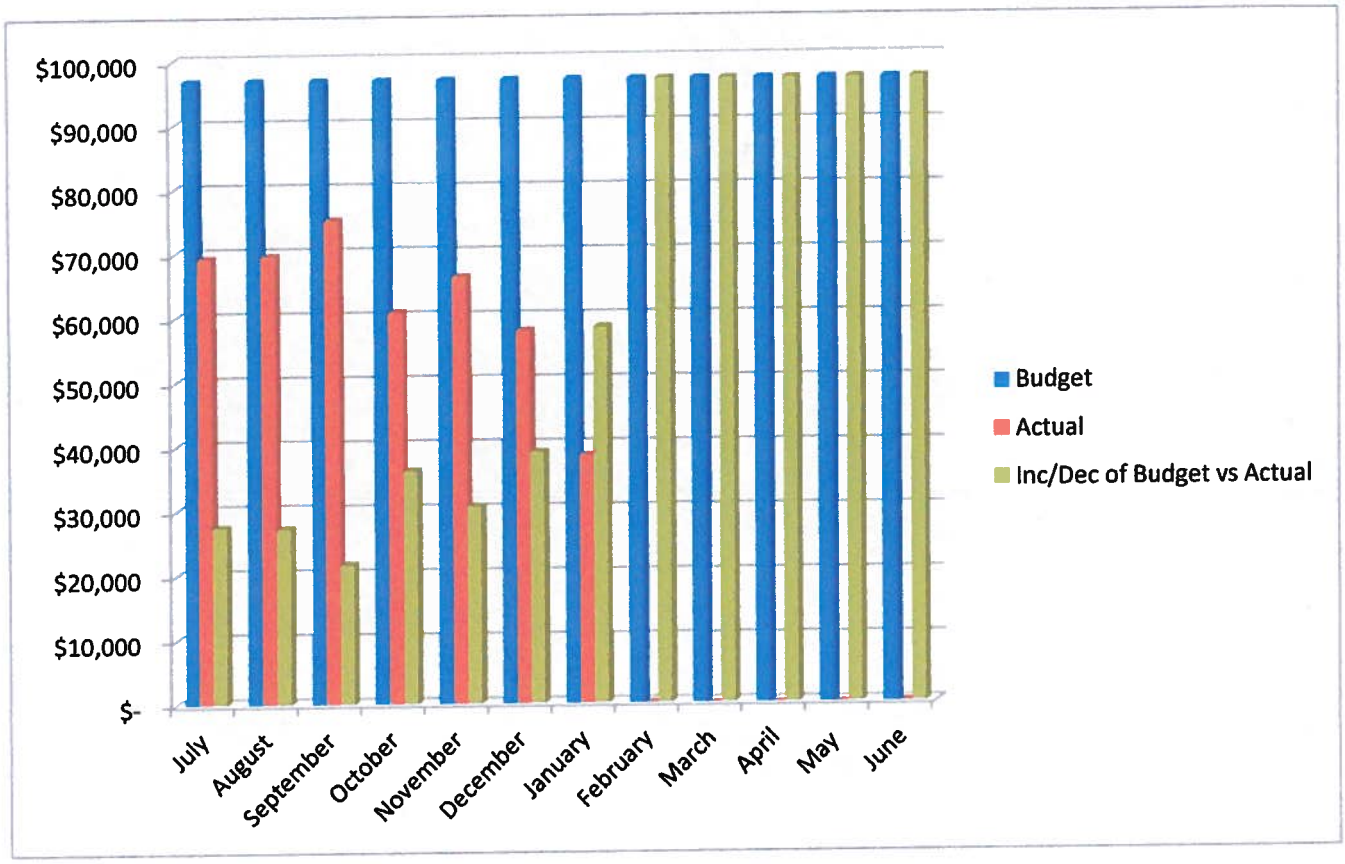
	2013 BUDGET	2013 Expenses	YTD Budget Variance -58%
	$	$	
Salaries	$ 1,903,838	$ 903,015	47.4%
Employee Benefits	$ 696,278	$ 335,691	48.2%
Vehicle Maintenance, Repairs	$ 159,000	$ 78,319	49.3%
Utilites (phone, gas, electric, cell)	$ 65,332	$ 44,324	67.8%
Advertising	$ 61,350	$ 10,080	16.4%
Insurance (property, gen liab, vehicle, civil rights)	$ 130,000	$ 85,956	66.1%
Equipment & Building Expense	$ 38,900	$ 16,074	41.3%
Office Expenses	$ 81,765	$ 14,813	18.1%
Operating Expenses	$ 37,400	$ 4,786	12.8%
Travel, meetings, lodging and per diem	$ 23,811	$ 2,174	9.1%
Contractual Services	$ 421,300	$ 93,877	22.3%
Dues, Licenses and Fees	$ 6,600	$ 6,922	104.9%
Fuel	$ 408,600	$ 205,528	50.3%
Training & Registration fees	$ 9,900	$ 515	5.2%
Railrunner, City of SF and Los Alamos	$ 4,208,280	$ 946,871	22.5%
Capital Expenses	$ 1,512,326	$ 349,127	23.1%
TOTAL	$ 9,764,680	$ 3,098,073	31.7%

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Administration Expense Summary

Year to Date Budget Variance - 58%



Budget to Actual FY2013
($ thousands)

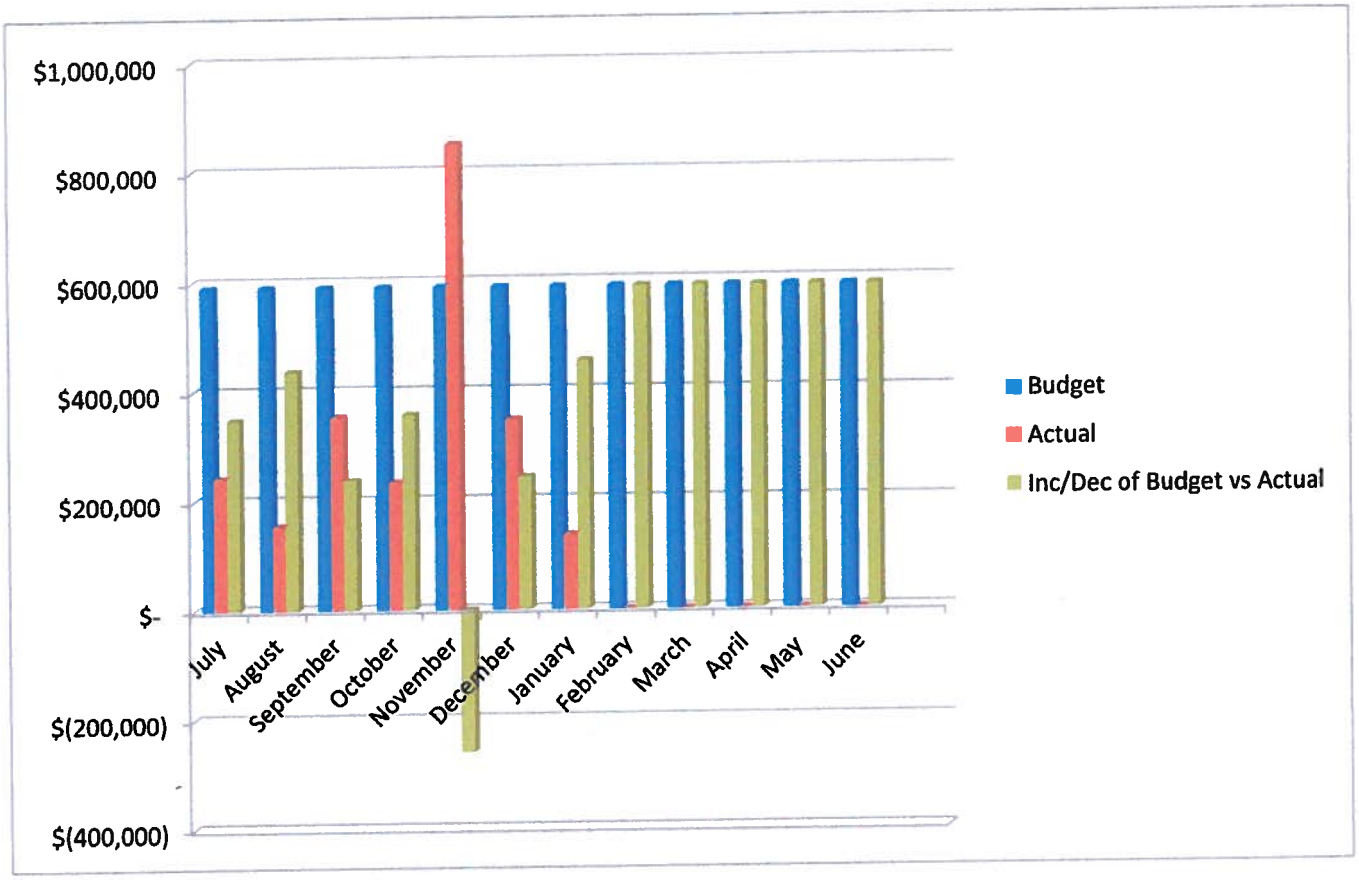
	Budget	Actual	Inc/Dec of Budget vs Actual	YTD Budget Variance -58%
July	$ 96,949	$ 69,348	$ 27,601	71.5%
August	$ 96,949	$ 69,675	$ 27,274	71.9%
September	$ 96,949	$ 75,225	$ 21,724	77.6%
October	$ 96,949	$ 60,747	$ 36,202	62.7%
November	$ 96,949	$ 66,296	$ 30,653	68.4%
December	$ 96,949	$ 57,883	$ 39,066	59.7%
January	$ 96,949	$ 38,524	$ 58,425	39.7%
February	$ 96,949	$ -	$ 96,949	0.0%
March	$ 96,949	$ -	$ 96,949	0.0%
April	$ 96,949	$ -	$ 96,949	0.0%
May	$ 96,949	$ -	$ 96,949	0.0%
June	$ 96,949	$ -	$ 96,949	0.0%
	$ 1,163,388	$ 437,698		37.6%

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Operating Expense Summary

Year to Date Budget Variance - 58%



Budget to Actual FY2013
($ thousands)

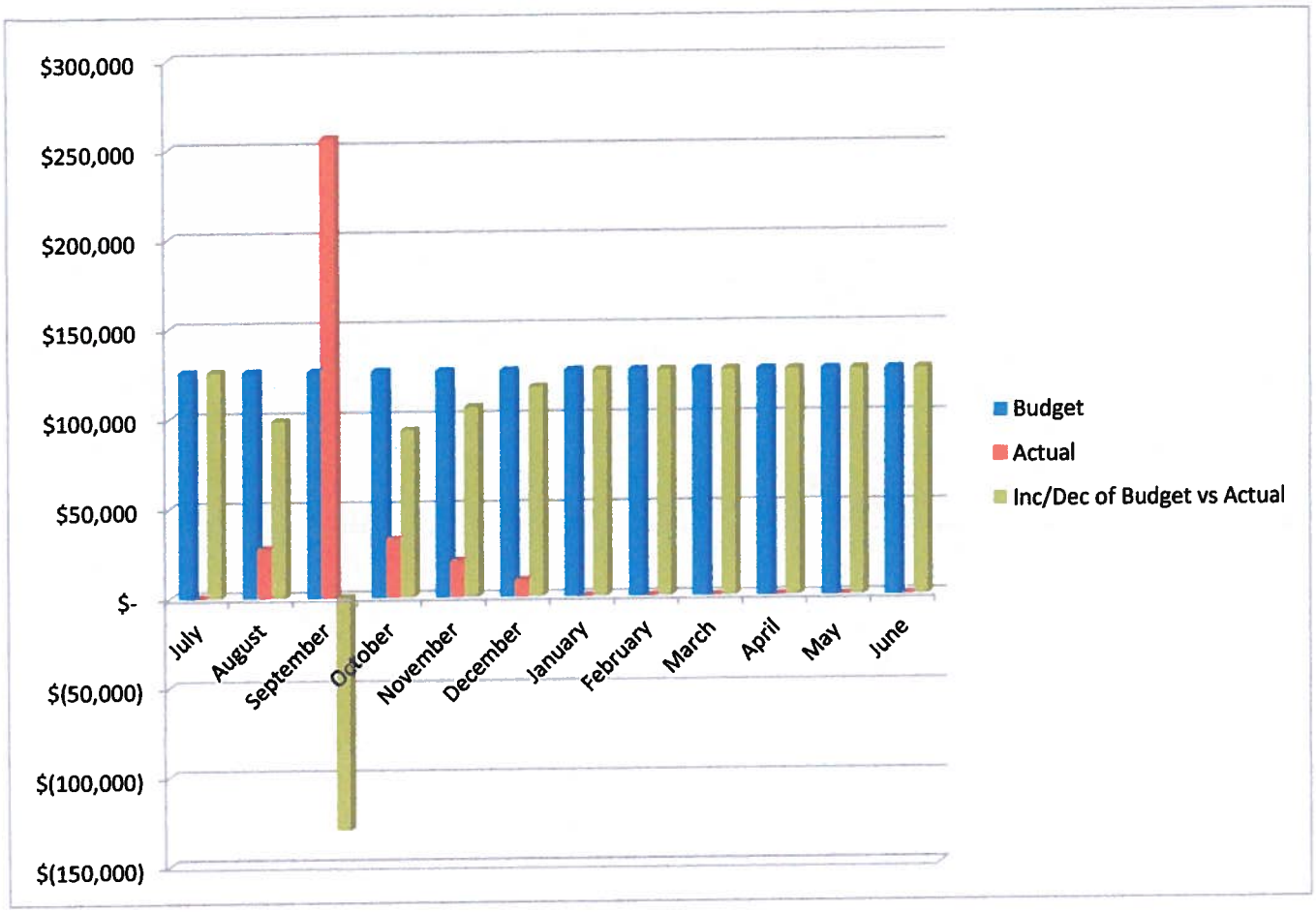
	Budget	Actual	Inc/Dec of Budget vs Actual	YTD Budget Variance -58%
July	$ 590,747	$ 242,230	$ 348,517	41.0%
August	$ 590,747	$ 153,801	$ 436,946	26.0%
September	$ 590,747	$ 351,985	$ 238,762	59.6%
October	$ 590,747	$ 233,461	$ 357,286	39.5%
November	$ 590,747	$ 850,247	$ (259,500)	143.9%
December	$ 590,747	$ 347,534	$ 243,213	58.8%
January	$ 590,747	$ 135,962	$ 454,785	23.0%
February	$ 590,747	$ -	$ 590,747	0.0%
March	$ 590,747	$ -	$ 590,747	0.0%
April	$ 590,747	$ -	$ 590,747	0.0%
May	$ 590,747	$ -	$ 590,747	0.0%
June	$ 590,747	$ -	590,747.17	0.0%
	$ 7,088,966	$ 2,315,220		32.7%

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Capital Expense Summary

Year to Date Budget Variance - 58%



Budget to Actual FY2013
($ thousands)

	Budget	Actual	Inc/Dec of Budget vs Actual	YTD Budget Variance -58%
July	$ 126,027	$ -	$ 126,027	0%
August	$ 126,027	$ 27,315	$ 98,712	22%
September	$ 126,027	$ 255,984	$ (129,957)	203%
October	$ 126,027	$ 32,697	$ 93,331	26%
November	$ 126,027	$ 20,069	$ 105,958	16%
December	$ 126,027	$ 9,090	$ 116,937	7%
January	$ 126,027	$ -	$ 126,027	0%
February	$ 126,027	$ -	$ 126,027	0%
March	$ 126,027	$ -	$ 126,027	0%
April	$ 126,027	$ -	$ 126,027	0%
May	$ 126,027	$ -	$ 126,027	0%
June	$ 126,027	$ -	$ 126,027	0%
	$ 1,512,326	$ 345,155		22.8%

EXECUTIVE REPORT

February 2013

EXECUTIVE

- Chairman Barrone and I made a presentation to the Edgewood Town Council regarding the RTD's annual performance.
- Reviewing proposal submitted for the Transit Service Plan Update RFP.
- Hired Stacy McGuire for Service Development, Projects and Grant Specialist and conducted orientation.
- Interviewed for Executive Assistant and hired DaLene Lucero.
- Reviewed and developed financial strategies to address down turn in mid-year revenues.
- Update Long Range Financial Plan.
- Drafted and signed Amendment #1 to Legislative Representation Contract.
- Participated in Employee Pot Luck for commencement of 2013.
- Participated in NMPTA Board of Director's meeting.
- Negotiated and redrafted Service Level Agreement with REDI NET.
- Continued discussions with Teamsters Union regarding non-economic and economic issues.
- Finalized and issued RFP Compensation and Classification Study.
- Met weekly with Board Chair Barrone on various issues.
- Continued revision and creation of various NCRTD policies.
- Created and put together materials for the Finance Subcommittee January meeting and Board's February meeting.
- Maintained continuous communication with board members, subcommittee members, and Chair.
- Attendance at various NCRTD staff and subcommittee meetings, including Board, Finance and Tribal subcommittees meeting.
- Addressed a variety of employee human resources issues and prepared memorandums to document district actions.
- Attended Santa Fe MPO Technical Coordinating Committee.
- Attended Santa Fe Chamber of Commerce Legislative Reception representing the District.
- Discussed with Representative Egloff's staff the process and costs for service to Madrid/Golden after their town meeting in the area.
- Responded to Representative Luck Varela's request for information regarding service to Peco's.

MARKETING/PUBLIC INFORMATION

- Took questions and posted responses and clarifications for RFP for Transit Advertising Services (proposals due February 1).
- Completed final edits for updated route map and delivered to printer.
- Met with representatives of NMDOT and Santa Fe Trails to discuss AVL project and joint tie-in efforts for Veterans Transportation and Community Living Initiative.
- Set up NCRTD participation in the Santa Fe Chamber of Commerce Legislative

Reception. Worked with MRCOG and Santa Fe Trails for a joint presence at the event.

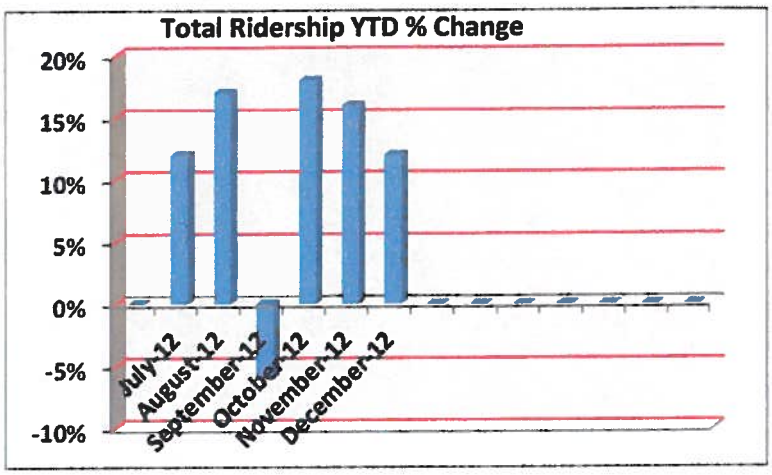
- Wrote and disseminated Rider Notice regarding temporary changes to Las Trampas route. Posted it on the website along with a new schedule. Traveled the route posting the notice and new schedule at key locations for maximum local exposure. Wrote and sent notices to the Rio Grande Sun and Taos News. Worked with Carol Miller, Ojo Sarco community center to obtain assistance in getting the word out in the local community.
- A press release (written and issued in December) about the NCRTD Holiday Giving Tree which benefitted Española foster children with the New Mexico Children, Youth and Families Department received coverage in the Santa Fe New Mexican, Taos News, Los Alamos Monitor, Round the Roundhouse and Chama Valley Times.
- Met with Rio Grande Sun to begin drawing up advertising contract for a 1/8 page ad that will begin in the February 7 paper and run twice per month through the end of the current Fiscal Year.
- Converted the NCRTD Quick Facts document into an 8 ½" x 6" five-fold document to distribute and a NCRTD backgrounder at various public events.
- Issued Rider Alerts as well as updated notices on website for inclement weather incident on January 13.
- Prepared remarks and power point presentation for RTD presentation to the Edgewood Town Council.
- Developed twice monthly ads that began running in the Taos News and Los Alamos Monitor.
- KDCE – 950 AM radio in Espanola, :30 sec radio spot and sponsorship of the 7:30 AM news ran 17 days in January excluding Saturdays and Sundays .
- KSWV 810-AM in Santa Fe: 30 sec spot ran 20 times in January as well as 30:20 sec promos announcing RTD sponsorship of the NM Trivia question of the day during the 7:30 AM ½ hour.
- KTAOS 101.9 FM in Taos, 14:30 sec radio spots ran each week in January.
- Green Fire Times ¼ page ad ran in January issue.
- Chama Valley Times ¼ page ad ran in January issue as well as RTD written and submitted story on the Holiday Giving Tree.

OPERATIONS

- Los Alamos County and NCRTD –RFP is out for proposers, for the joint procurement of Computer aided dispatch software with AVL components, utilizing Federal grant funds;
- Hired and trained 4 new Drivers;
- Recruiting more drivers;
- Performance Measures were presented to Board and approved;
- Working with Fleet Manager to evaluate bus bids and present to Board in February;
- Working on the RFP for fuel station bid for the transit facility;
- Developed revised Las Trampas Route and launched on January 21st;
- Interviewed and selected a Facilities Maintenance Specialist.

NCRTD Monthly Ridership Summary

December 1, 2012 thru December 31,2012



Calendar Operating Days

	This Year
Jul-12	21
Aug-12	23
Sep-12	19
Oct-12	22
Nov-12	19
Dec-12	20

Monthly System Totals

	This Year	Last Year	Difference	%Change
NCRTD Operated	13,872	14,167	-295	-2%
NCRTD Funded	30,576	27,051	3,525	12%
Systems Total	44,448	41,218	3,230	7%

Year to Date Totals

	This Year	Last Year	Difference	%Change
NCRTD Operated	94,196	89,837	4,359	5%
NCRTD Funded	232,693	209,110	23,583	10%
Systems Total	326,889	298,947	27,942	9%

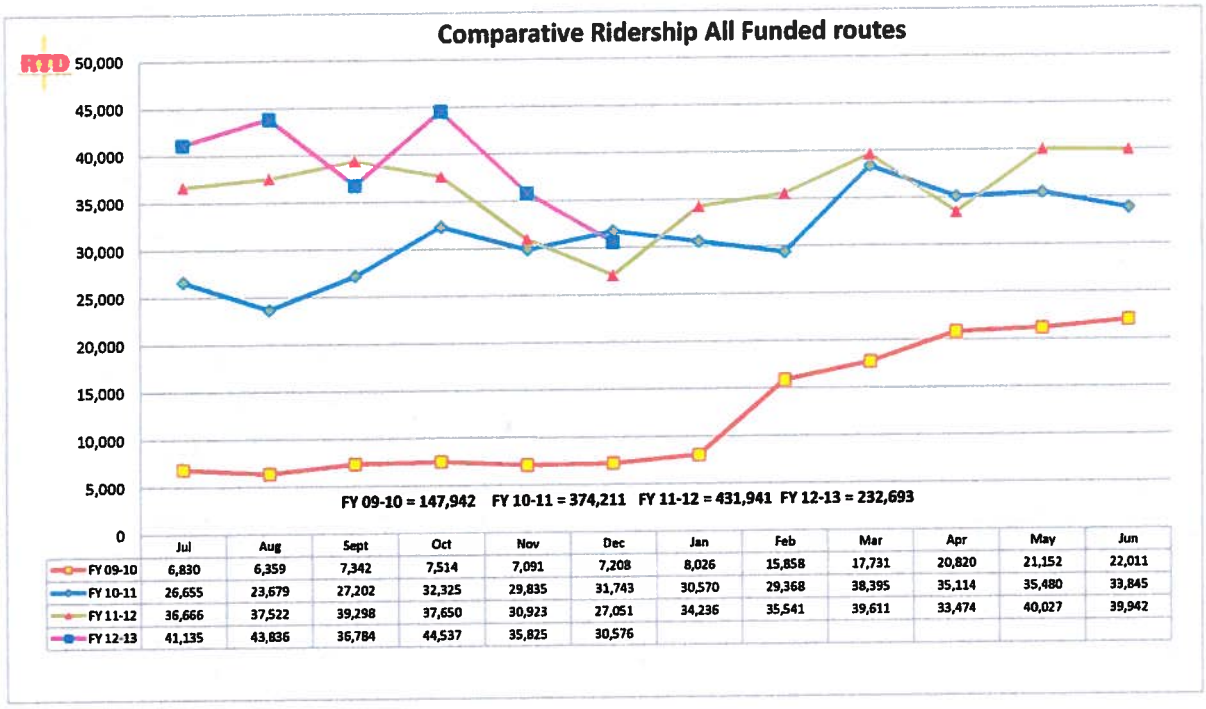
System Daily Averages

	This Year	Last Year	Difference	% Change
NCRTD Operated	694	675	19	3%
NCRTD Funded	1,529	1,288	241	16%
Systems Total	2,223	1,963	260	12%

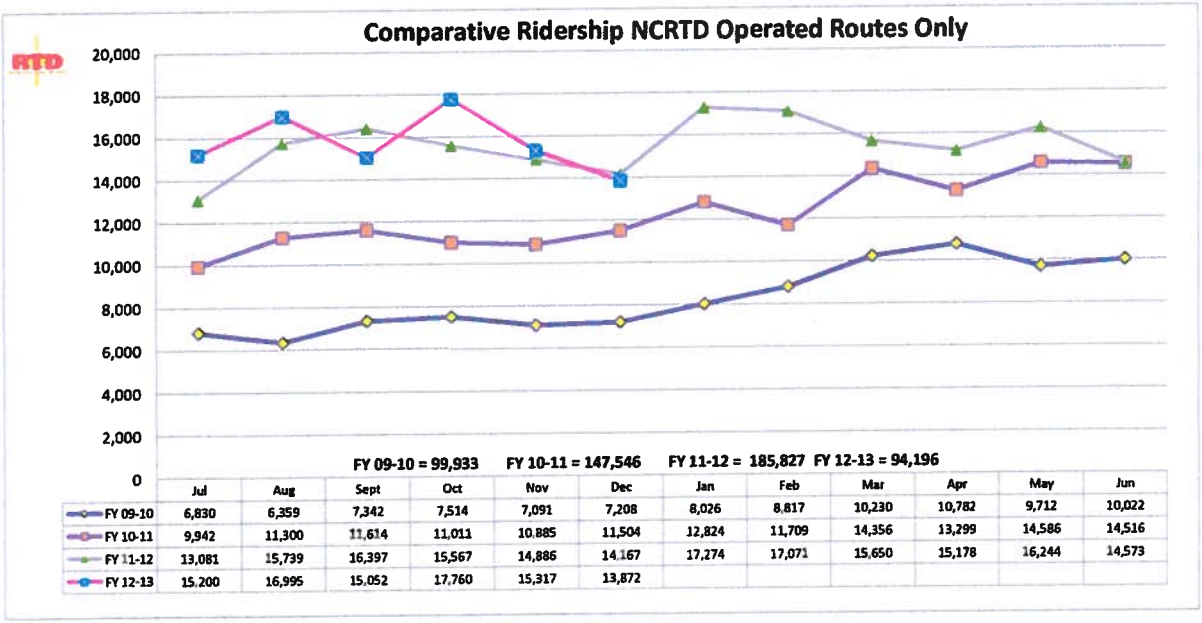
Total Ridership YTD % Change

July-12	12%
August-12	17%
September-12	-6%
October-12	18%
November-12	16%
December-12	12%

Dec-2012
Ridership Report

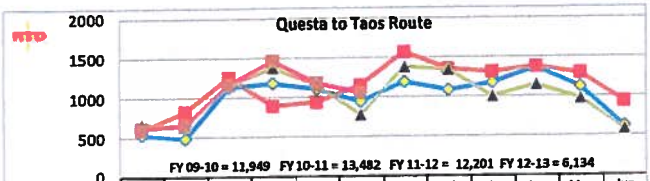


	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 09-10	6,830	6,359	7,342	7,514	7,091	7,208	8,026	15,858	17,731	20,820	21,152	22,011
FY 10-11	26,655	23,679	27,202	32,325	29,835	31,743	30,570	29,368	38,395	35,114	35,480	33,845
FY 11-12	36,666	37,522	39,298	37,650	30,923	27,051	34,236	35,541	39,611	33,474	40,027	39,942
FY 12-13	41,135	43,836	36,784	44,537	35,825	30,576						



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 09-10	6,830	6,359	7,342	7,514	7,091	7,208	8,026	8,817	10,230	10,782	9,712	10,022
FY 10-11	9,942	11,300	11,614	11,011	10,885	11,504	12,824	11,709	14,356	13,299	14,586	14,516
FY 11-12	13,081	15,739	16,397	15,567	14,886	14,167	17,274	17,071	15,650	15,178	16,244	14,573
FY 12-13	15,200	16,995	15,052	17,760	15,317	13,872						

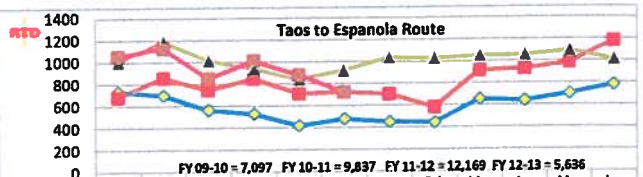
Questa to Taos Route



FY 09-10 = 11,949 FY 10-11 = 13,482 FY 11-12 = 12,201 FY 12-13 = 6,134

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 09-10	536	486	1133	1180	1105	947	1191	1085	1175	1367	1124	620
FY 10-11	591	824	1255	894	938	1149	1569	1351	1312	1375	1293	931
FY 11-12	662	642	1158	1376	1157	775	1380	1342	1000	1147	975	587
FY 12-13	616	654	1170	1459	1179	1056						

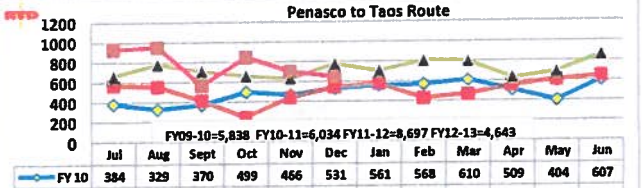
Taos to Espanola Route



FY 09-10 = 7,097 FY 10-11 = 9,837 FY 11-12 = 12,169 FY 12-13 = 5,636

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10	734	700	564	529	419	480	450	446	653	639	701	782
FY 11	678	855	744	846	710	723	701	579	912	927	983	1179
FY 12	1002	1186	1012	935	841	922	1033	1028	1050	1055	1093	1012
FY 13	1051	1126	849	1009	879	722						

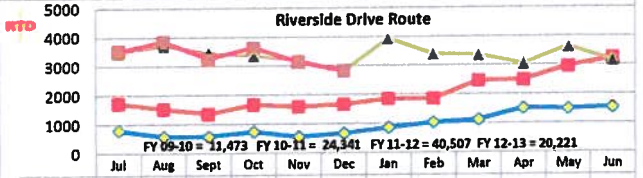
Penasco to Taos Route



FY09-10=5,838 FY10-11=6,034 FY11-12=8,697 FY12-13=4,643

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10	384	329	370	499	466	531	561	568	610	509	404	607
FY 11	568	557	414	243	438	540	577	425	466	552	609	645
FY 12	662	778	709	660	629	776	705	803	796	630	690	859
FY 13	930	953	565	847	700	648						

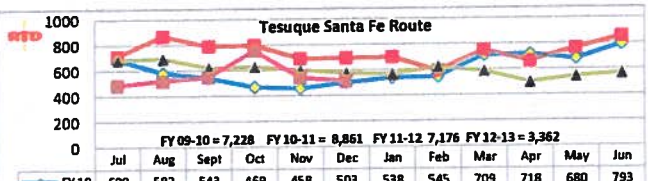
Riverside Drive Route



FY 09-10 = 11,473 FY 10-11 = 24,141 FY 11-12 = 40,507 FY 12-13 = 20,221

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10	794	580	576	739	557	667	861	1035	1117	1513	1492	1542
FY 11	1720	1525	1349	1659	1590	1664	1846	1851	2467	2484	2946	3240
FY 12	3474	3720	3447	3357	3185	2813	3921	3395	3356	3051	3630	3158
FY 13	3526	3848	3257	3631	3139	2820						

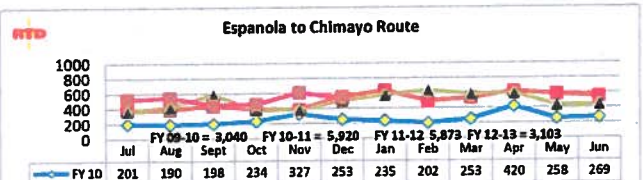
Tesuque Santa Fe Route



FY 09-10 = 7,228 FY 10-11 = 8,861 FY 11-12 7,176 FY 12-13 = 3,362

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10	690	582	543	469	458	503	538	545	709	718	680	793
FY 11	710	869	790	796	690	693	698	589	747	664	762	853
FY 12	686	693	619	627	600	576	564	620	586	497	543	565
FY 13	485	519	548	756	541	513						

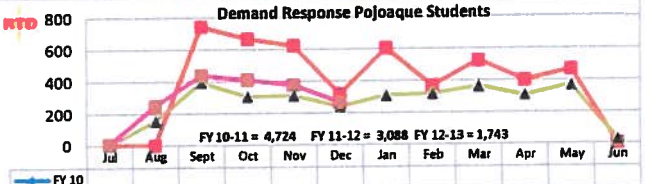
Espanola to Chimayo Route



FY 09-10 = 3,040 FY 10-11 = 5,920 FY 11-12 5,873 FY 12-13 = 3,103

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10	201	190	198	234	327	253	235	202	253	420	258	269
FY 11	368	385	436	391	385	552	633	492	532	619	579	548
FY 12	363	416	583	376	381	500	574	635	580	594	434	437
FY 13	517	543	445	455	609	534						

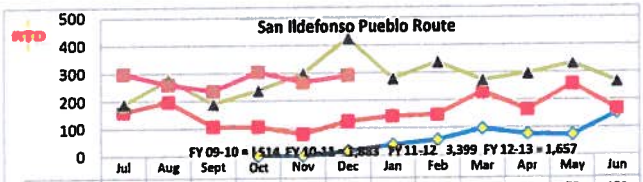
Demand Response Pojoaque Students



FY 10-11 = 4,724 FY 11-12 = 3,088 FY 12-13 = 1,743

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10												
FY 11	0	0	744	667	622	317	604	368	525	400	468	0
FY 12	0	154	394	304	309	240	307	317	362	308	367	26
FY 13	6	247	437	410	375	268						

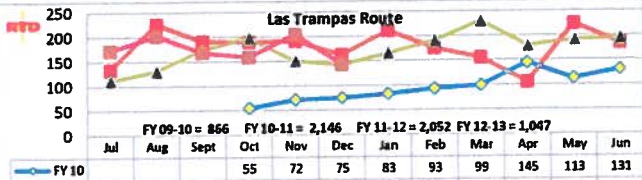
San Ildefonso Pueblo Route



FY 09-10 = 1,514 FY 10-11 = 3,883 FY 11-12 3,399 FY 12-13 = 1,657

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10				0	0	18	40	57	97	77	73	152
FY 11	160	197	107	106	79	125	143	148	230	164	257	167
FY 12	189	277	190	237	297	426	279	338	272	296	332	266
FY 13	299	260	236	305	266	291						

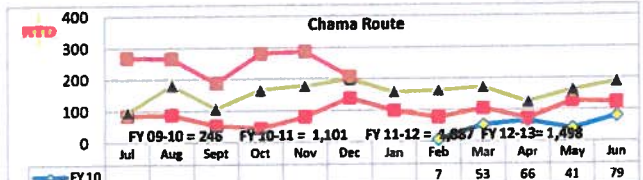
Las Trampas Route



FY 09-10 = 866 FY 10-11 = 2,146 FY 11-12 = 2,052 FY 12-13 = 1,047

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10				55	72	75	83	93	99	145	113	131
FY 11	133	226	191	189	191	162	211	175	155	105	224	184
FY 12	111	130	173	197	150	142	165	190	230	179	191	194
FY 13	172	202	168	158	204	143						

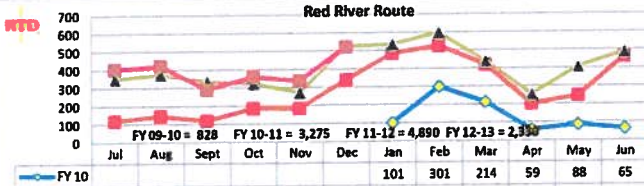
Chama Route



FY 09-10 = 246 FY 10-11 = 1,101 FY 11-12 = 1,887 FY 12-13 = 1,498

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10								7	53	66	41	79
FY 11	85	87	53	44	80	139	99	76	105	72	127	123
FY 12	95	181	106	164	177	199	157	161	171	125	163	188
FY 13	269	266	188	281	287	207						

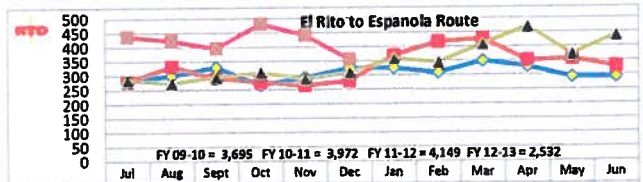
Red River Route



FY 09-10 = 828 FY 10-11 = 3,275 FY 11-12 = 4,890 FY 12-13 = 2,310

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10							101	301	214	59	88	65
FY 11	119	145	119	186	184	340	485	525	420	202	246	462
FY 12	350	373	333	322	272	524	534	597	438	254	406	487
FY 13	403	421	291	358	336	521						

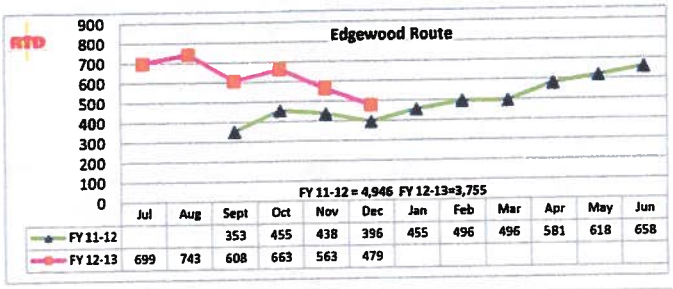
El Rito to Espanola Route



FY 09-10 = 3,695 FY 10-11 = 3,972 FY 11-12 = 4,149 FY 12-13 = 2,532

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10	283	300	330	267	293	325	325	308	349	330	293	292
FY 11	279	332	292	278	265	280	369	416	427	350	356	328
FY 12	285	274	295	310	288	310	358	344	407	469	371	438
FY 13	438	422	396	480	441	355						

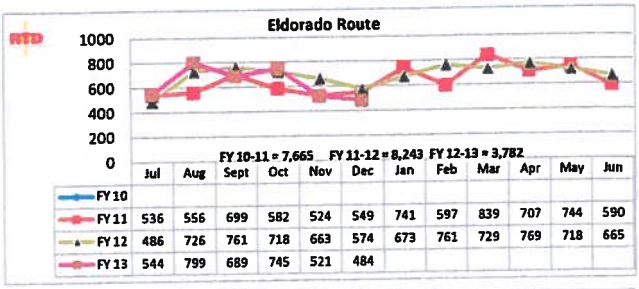
Edgewood Route



FY 11-12 = 4,946 FY 12-13=3,755

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 11-12			353	455	438	396	455	496	496	581	618	658
FY 12-13	699	743	608	663	563	479						

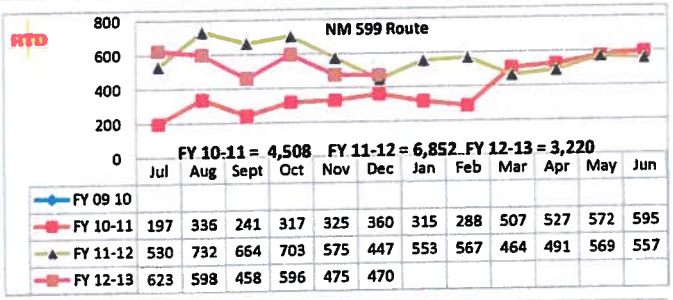
Eldorado Route



FY 10-11 = 7,665 FY 11-12 = 8,243 FY 12-13 = 3,782

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10												
FY 11	536	556	699	582	524	549	741	597	839	707	744	590
FY 12	486	726	761	718	663	574	673	761	729	769	718	665
FY 13	544	799	689	745	521	484						

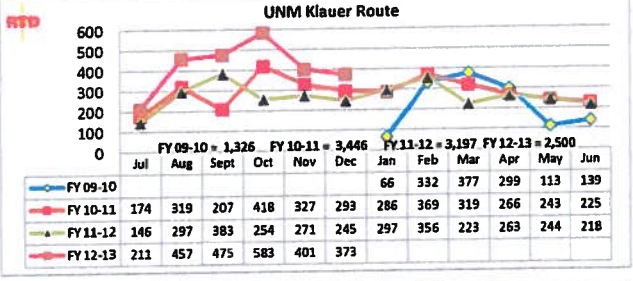
NM 599 Route



FY 10-11 = 4,508 FY 11-12 = 6,852 FY 12-13 = 3,220

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 09 10												
FY 10-11	197	336	241	317	325	360	315	288	507	527	572	595
FY 11-12	530	732	664	703	575	447	553	567	464	491	569	557
FY 12-13	623	598	458	596	475	470						

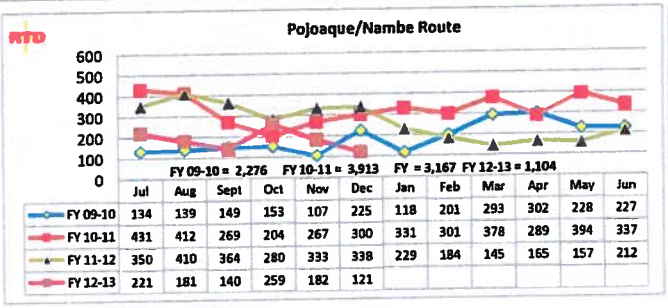
UNM Klauer Route



FY 09-10 = 1,326 FY 10-11 = 3,446 FY 11-12 = 3,197 FY 12-13 = 2,500

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 09-10							66	332	377	299	113	139
FY 10-11	174	319	207	418	327	293	286	369	319	266	243	225
FY 11-12	146	297	383	254	271	245	297	356	223	263	244	218
FY 12-13	211	457	475	583	401	373						

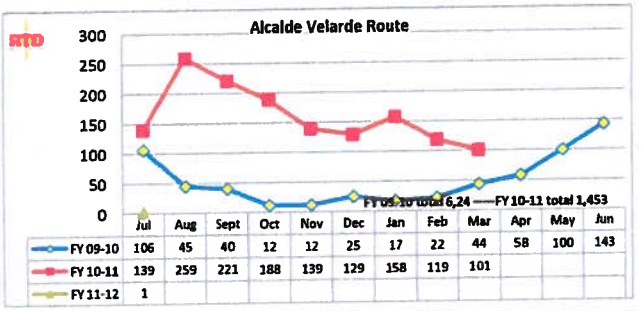
Pojoaque/Nambe Route



FY 09-10 = 2,276 FY 10-11 = 3,913 FY = 3,167 FY 12-13 = 1,104

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 09-10	134	139	149	153	107	225	118	201	293	302	228	227
FY 10-11	431	412	269	204	267	300	331	301	378	289	394	337
FY 11-12	350	410	364	280	333	338	229	184	145	165	157	212
FY 12-13	221	181	140	259	182	121						

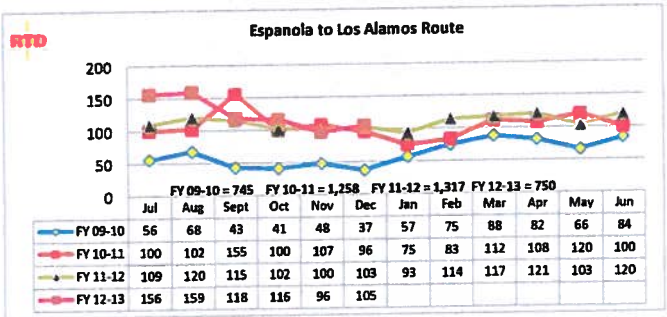
Alcalde Velarde Route



FY 09-10 total 6,24 — FY 10-11 total 1,453

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 09-10	106	45	40	12	12	25	17	22	44	58	100	143
FY 10-11	139	259	221	188	139	129	158	119	101			
FY 11-12	1											

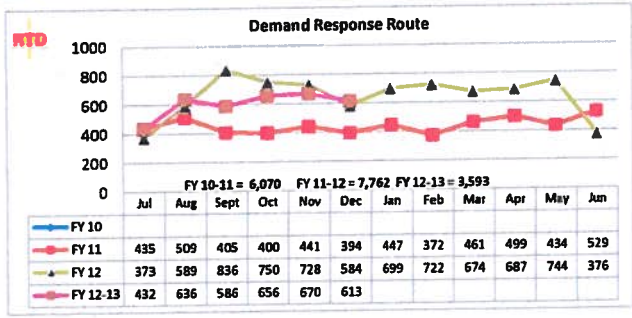
Espanola to Los Alamos Route



FY 09-10 = 745 FY 10-11 = 1,258 FY 11-12 = 1,317 FY 12-13 = 750

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 09-10	56	68	43	41	48	37	57	75	88	82	66	84
FY 10-11	100	102	155	100	107	96	75	83	112	108	120	100
FY 11-12	109	120	115	102	100	103	93	114	117	121	103	120
FY 12-13	156	159	118	116	96	105						

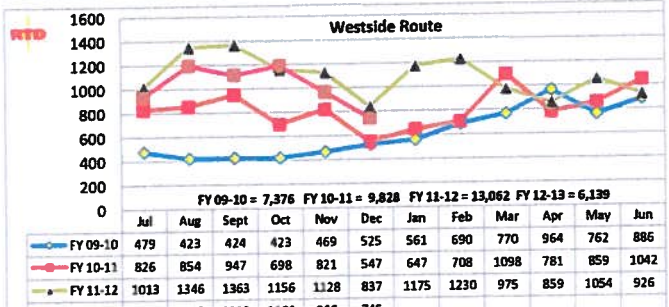
Demand Response Route



FY 10-11 = 6,070 FY 11-12 = 7,762 FY 12-13 = 3,593

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10												
FY 11	435	509	405	400	441	394	447	372	461	499	434	529
FY 12	373	589	836	750	728	584	699	722	674	687	744	376
FY 12-13	432	636	586	656	670	613						

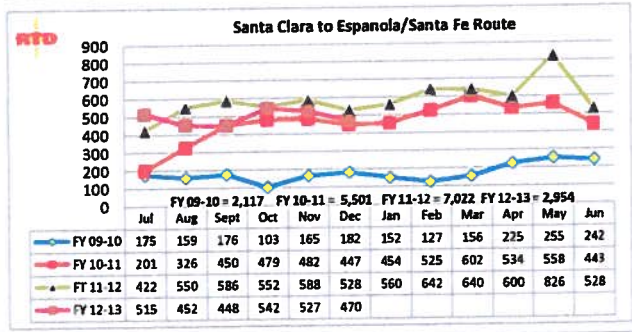
Westside Route



FY 09-10 = 7,376 FY 10-11 = 9,828 FY 11-12 = 13,062 FY 12-13 = 6,139

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 09-10	479	423	424	423	469	525	561	690	770	964	762	886
FY 10-11	826	854	947	698	821	547	647	708	1098	781	859	1042
FY 11-12	1013	1346	1363	1156	1128	837	1175	1230	975	859	1054	926
FY 12-13	936	1193	1113	1186	966	745						

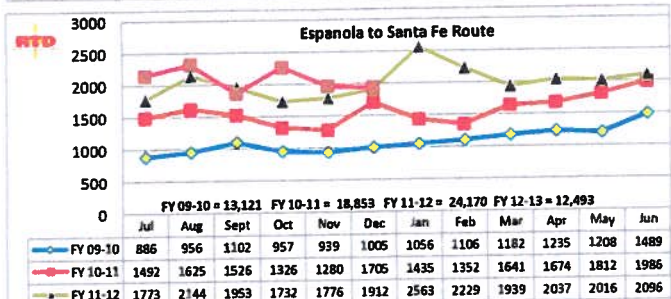
Santa Clara to Espanola/Santa Fe Route



FY 09-10 = 2,117 FY 10-11 = 5,501 FY 11-12 = 7,022 FY 12-13 = 2,954

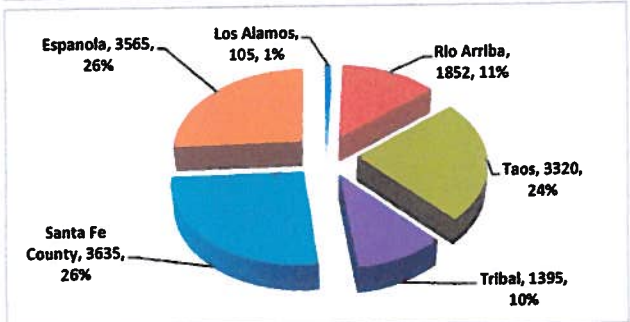
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 09-10	175	159	176	103	165	182	152	127	156	225	255	242
FY 10-11	201	326	450	479	482	447	454	525	602	534	558	443
FT 11-12	422	550	586	552	588	528	560	642	640	600	826	528
FY 12-13	515	452	448	542	527	470						

Espanola to Santa Fe Route



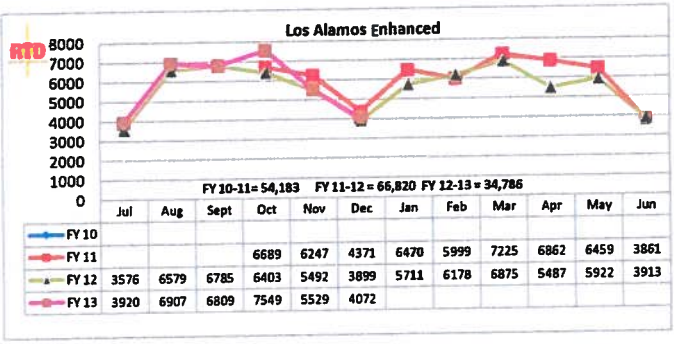
FY 09-10 = 13,121 FY 10-11 = 18,853 FY 11-12 = 24,170 FY 12-13 = 12,493

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 09-10	886	956	1102	957	939	1005	1056	1106	1182	1235	1208	1489
FY 10-11	1492	1625	1526	1326	1280	1705	1435	1352	1641	1674	1812	1986
FY 11-12	1773	2144	1953	1732	1776	1912	2563	2229	1939	2037	2016	2096
FY 12-13	2151	2316	1867	2265	1960	1934						



NCRTD Funded Routes - Member Operated

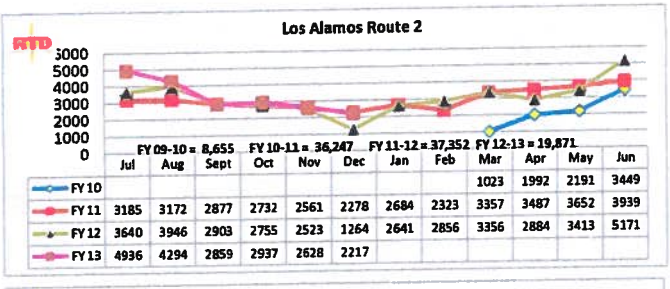
Los Alamos Enhanced



FY 10-11= 54,183 FY 11-12 = 66,820 FY 12-13 = 34,786

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10												
FY 11				6689	6247	4371	6470	5999	7225	6862	6459	3861
FY 12	3576	6579	6785	6403	5492	3899	5711	6178	6875	5487	5922	3913
FY 13	3920	6907	6809	7549	5529	4072						

Los Alamos Route 2

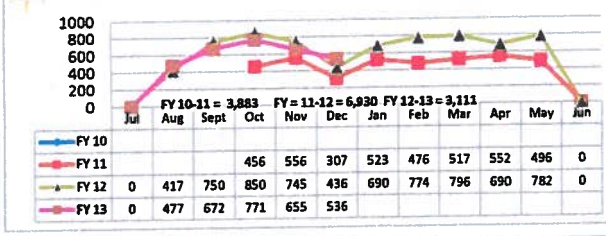


FY 09-10 = 8,655 FY 10-11 = 36,247 FY 11-12 = 37,352 FY 12-13 = 19,871

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10									1023	1992	2191	3449
FY 11	3185	3172	2877	2732	2561	2278	2684	2323	3357	3487	3652	3939
FY 12	3640	3946	2903	2755	2523	1264	2641	2856	3356	2884	3413	5171
FY 13	4936	4294	2859	2937	2628	2217						

Los Alamos Route 11 formerly route 10

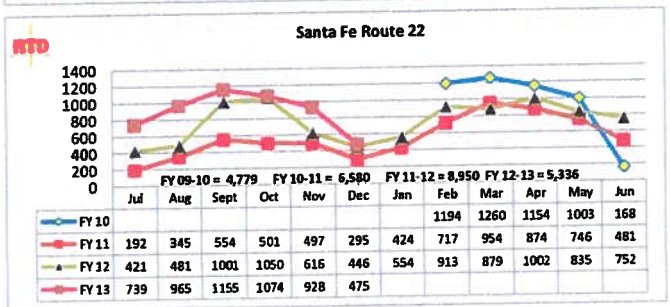
June-Route 10 didn't run due to fire



FY 10-11 = 3,883 FY = 11-12 = 6,930 FY 12-13 = 3,111

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10												
FY 11				456	556	307	523	476	517	552	496	0
FY 12	0	417	750	850	745	436	690	774	796	690	782	0
FY 13	0	477	672	771	655	536						

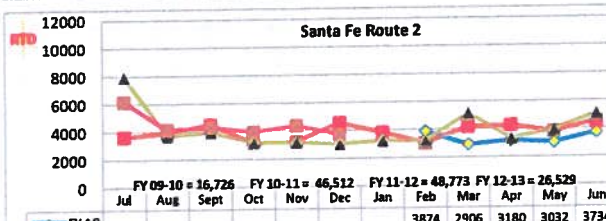
Santa Fe Route 22



FY 09-10 = 4,779 FY 10-11 = 6,580 FY 11-12 = 8,950 FY 12-13 = 5,336

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10								1194	1260	1154	1003	168
FY 11	192	345	554	501	497	295	424	717	954	874	746	481
FY 12	421	481	1001	1050	616	446	554	913	879	1002	835	752
FY 13	739	965	1155	1074	928	475						

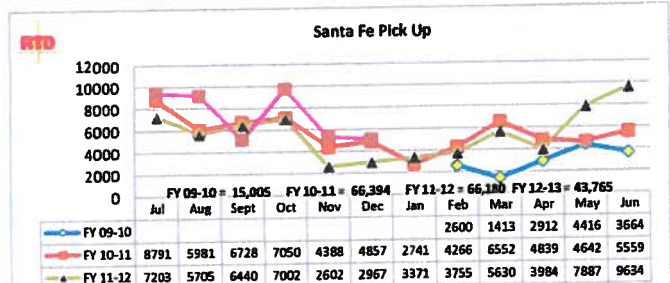
Santa Fe Route 2



FY 09-10 = 16,726 FY 10-11 = 46,512 FY 11-12 = 48,773 FY 12-13 = 26,529

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10								3874	2906	3180	3032	3734
FY 11	3618	3920	4482	3151	3200	4538	3827	3032	4160	4260	3799	4525
FY 12	7894	3691	3927	3188	3169	3016	3229	3200	5137	3309	3956	5057
FY 13	6160	4116	4276	3929	4348	3700						

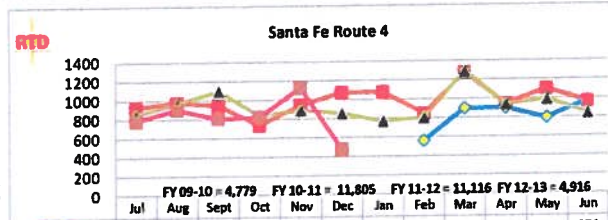
Santa Fe Pick Up



FY 09-10 = 15,005 FY 10-11 = 66,394 FY 11-12 = 66,180 FY 12-13 = 43,765

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 09-10								2600	1413	2912	4416	3664
FY 10-11	8791	5981	6728	7050	4388	4857	2741	4266	6552	4839	4642	5559
FY 11-12	7203	5705	6440	7002	2602	2967	3371	3755	5630	3984	7887	9634
FY 12-13	9395	9180	5153	9699	5292	5046						

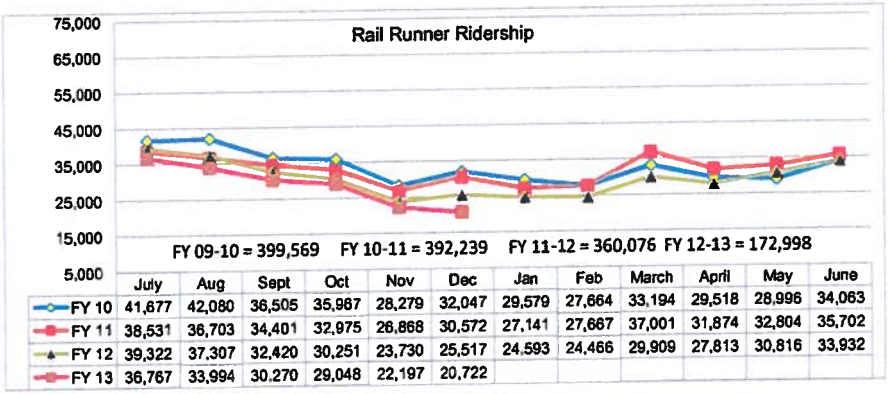
Santa Fe Route 4



FY 09-10 = 4,779 FY 10-11 = 11,805 FY 11-12 = 11,116 FY 12-13 = 4,916

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10								560	899	900	798	974
FY 11	927	976	947	734	945	1074	1077	846	1274	941	1100	964
FY 12	851	964	1095	835	890	853	766	804	1288	940	988	842
FY 13	785	902	808	818	1128	475						

Rail Runner Ridership



FY 09-10 = 399,569 FY 10-11 = 392,239 FY 11-12 = 360,076 FY 12-13 = 172,998

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
FY 10	41,677	42,080	36,505	35,987	28,279	32,047	29,579	27,664	33,194	29,518	28,996	34,063
FY 11	38,531	36,703	34,401	32,975	26,868	30,572	27,141	27,667	37,001	31,874	32,804	35,702
FY 12	39,322	37,307	32,420	30,251	23,730	25,517	24,593	24,466	29,909	27,813	30,816	33,932
FY 13	36,767	33,994	30,270	29,048	22,197	20,722						

Performance Measures

for

Fiscal Year 2013

DECEMBER 2012

Prepared by
Mike Kelly, Operations Manager and Gus Martinez, Fleet Manager

Performance Measures for Fiscal Year 2013

The performance measures that were developed are designed to provide data that can be evaluated in a logical manner. It allows the District to identify areas in which its performance may need to be improved and to understand the characteristics and factors that impact that performance. In addition, to the extent feasible a peer comparison or a benchmark has been included as available or appropriate. This performance data is important since many times the District's costs, efficiencies and productivity is not measured against any benchmark or standard or attempts are made to compare it against systems that bear no similarities in mission, complexity or service area. Therefore, the data presented should provide some context in which to assess the District and its efforts to deliver services based upon its mission, goals and objectives."
The report data collected is grouped into 3 areas: Administrative, Fleet and Customer Related:

1. **Administrative:**
   - **A. Ridership, All Funded Routes**
   - **B. Ridership, NCRTD Operated Routes**
   - **C. Monthly Expenditures**
   - **D. Cost Per Mile**
   - **E. Cost Per Trip**
2. **Fleet:**
   - **A. Vehicle Back Up Ratio**
   - **B. Average Vehicle Age**
   - **C. Percentage of "On-Time" PM / Inspections**
   - **C. Accidents, Major/Minor Tracking**
3. **Customer Relations:**
   - **A. Complaints**
   - **B. Incidents**

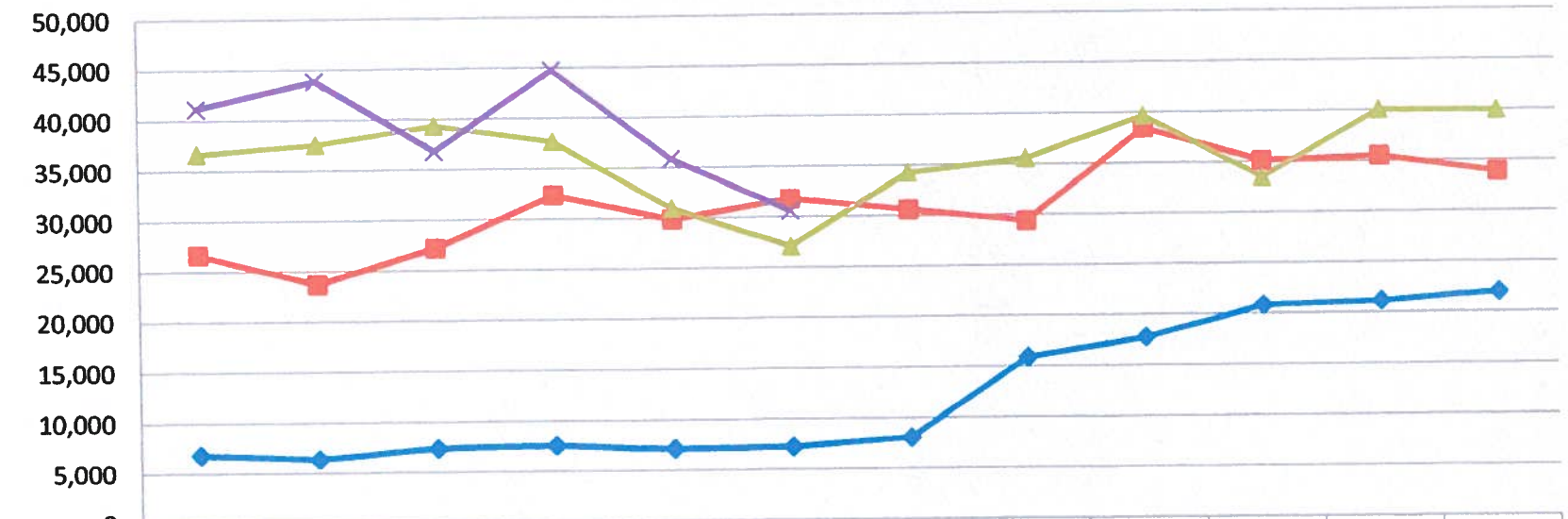
The In-state/local comparable is Sandoval/Valencia Counties which are operated by the Rio Metro Regional Transit District. This benchmark/peer entity was chosen since they are within New Mexico and somewhat similar to rural transit service. The FTA benchmarking data used originates from the Rural Transit Fact Book 2012. The data is for 2010 in FTA Region 6, rural providers which includes New Mexico, Texas, Oklahoma, Arkansas and Louisiana.

Performance Measure - Administrative:

Ridership Tracking of All NCRTD Funded Routes

Tracking ridership is the #1 way a public transportation agency can gauge its effectiveness of the service it provides. Ridership data for all routes funded by the NCRTD are collected by City of Santa Fe and Los Alamos County. This data is forwarded and combined with the data from the District's operated routes. These numbers are then compiled into a monthly ridership report. This measurement tracks the number of one way trips taken on all the routes within the district. This graph shows the NCRTD combined total ridership numbers, and compares them each month, identifying any increases or decreases in the number of monthly trips. This also indicates how well the regional district is continuing to address the issue of accessible mobility by routes that are in areas where there is public demand. Sandoval/Valencia counties are used local/in-state comparison benchmark, as they are similar in service but smaller in size: a two county service of the Rio Metro Transit District.

Ridership All Funded Routes

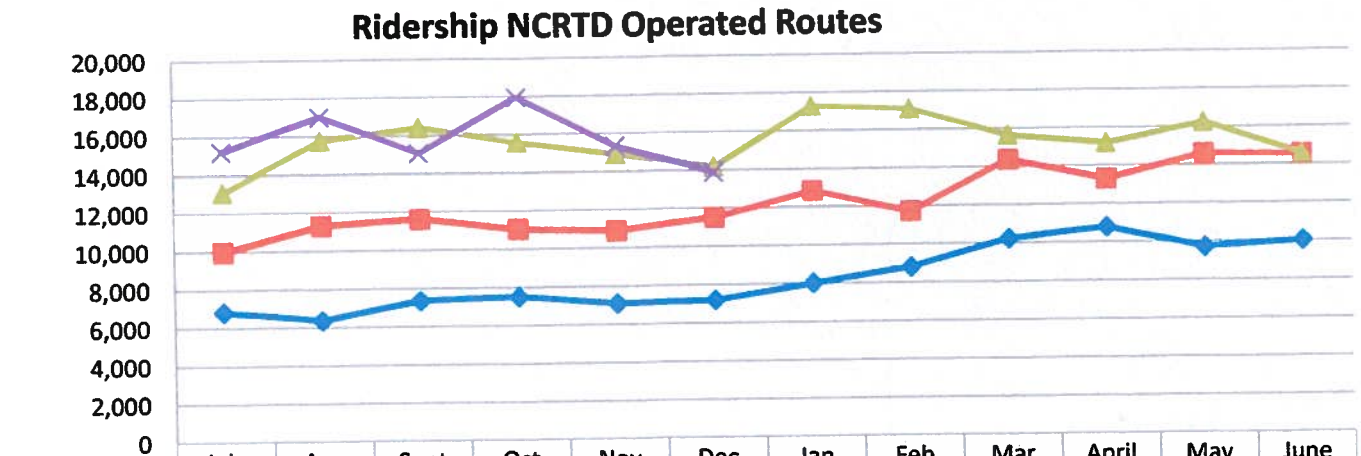


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
FY 09-10	6,830	6,359	7,342	7,514	7,091	7,208	8,026	15,858	17,731	20,820	21,152	22,011
FY 10-11	26,655	23,679	27,202	32,325	29,835	31,743	30,570	29,368	38,395	35,114	35,480	33,845
FY 11-12	36,666	37,522	39,298	37,650	30,923	27,051	34,236	35,541	39,611	33,474	40,027	39,942
FY 12-13	41,135	43,836	36,784	44,720	35,825	30576						

Performance Measure - Administrative:

Ridership Tracking of NCRTD Operated Routes

This ridership data is collected by the NCRTD drivers for all routes operated by the District. This includes 20 fixed and commuter routes as well as the demand response routes. Totaling the number of one way trips on NCRTD routes, allows staff to evaluate effectiveness and to ensure that the service is reaching areas in the district that have high demand for accessible mobility. Sandoval/Valencia counties were selected as a local/in-state comparison benchmark.

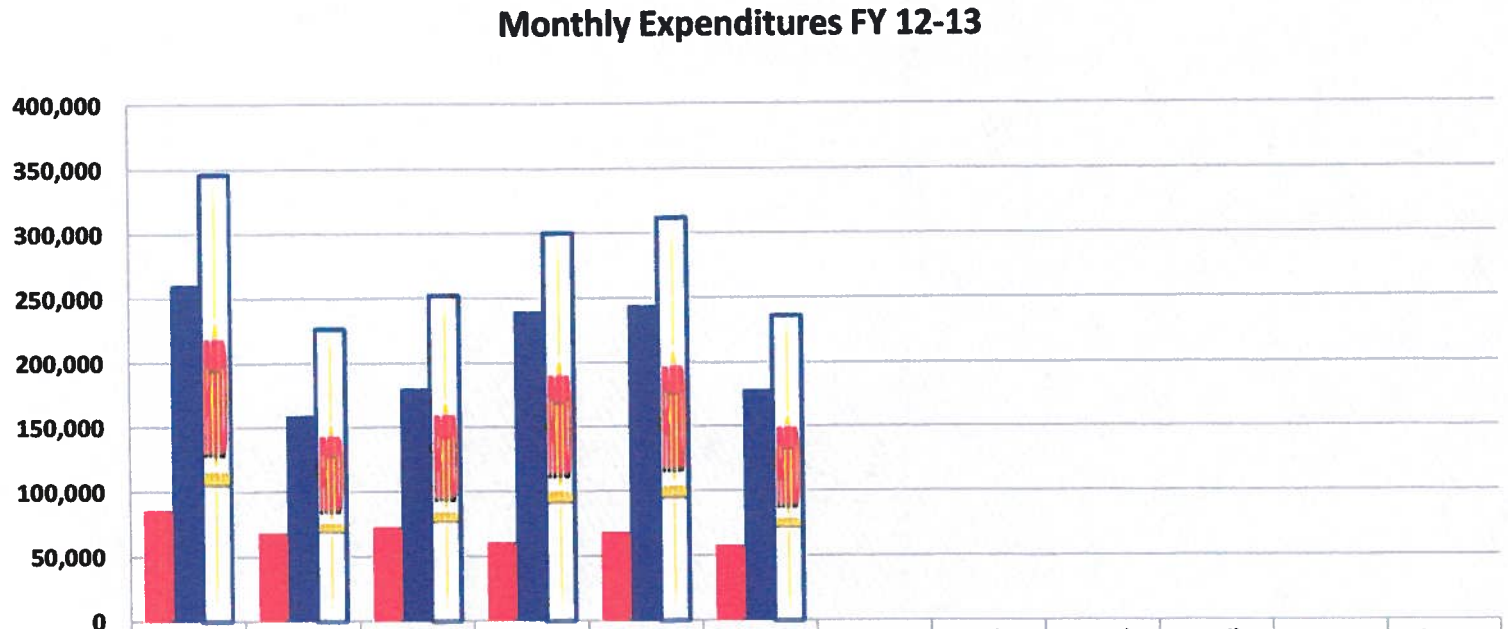


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
FY 09-10	6,830	6,359	7,342	7,514	7,091	7,208	8,026	8,817	10,230	10,782	9,712	10,022
FY 10-11	9,942	11,300	11,614	11,011	10,885	11,504	12,824	11,709	14,356	13,299	14,586	14,516
FY 11-12	13,081	15,739	16,397	15,567	14,886	14,167	17,274	17,071	15,650	15,178	16,244	14,573
FY 12-13	15,200	16,995	15,052	17,943	15,317	13872						

Performance Measure - Administrative:

Monthly Expenditures for Administrative and Operating

The NCRTD's Finance Department provides the administrative and operating expenses in a monthly budget status report. It is important to measure the expenditures to maintain a balanced budget, as well as tracking the administrative and operating margins. This data is used in determining the cost per trip and the cost per mile. Tracking the budget and monitoring operational costs allows management to target specific dollar amounts when creating future budgets and requesting federal funding from the NM Department of Transportation.

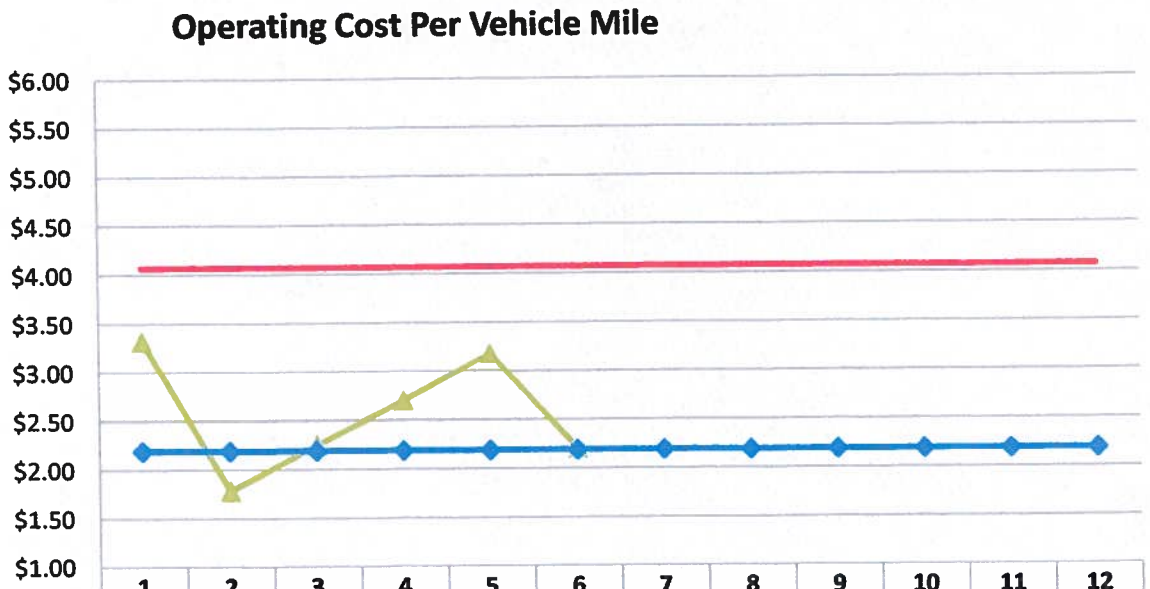


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Admin	$85,431	$67,751	$72,414	$60,747	$68,142	$57,883						
Operating	$260,498	$158,801	$179,834	$239,655	$243,827	$178,098						
Total	$345,929	$226,552	$252,248	$300,402	$311,969	$235,981						

Performance Measure - Administrative:

Operational Cost per Vehicle Mile

Cost per vehicle mile is the total operating costs per month in relation to the total vehicle miles per month traveled on NCRTD routes. The mileage data is logged daily for each route and compiled into a monthly report. Monthly operating costs are obtained from the Monthly Expenditures (chart above) and the number of miles travelled for NCRTD operated routes. As a cost efficiency measure, operating costs per vehicle mile assesses the financial resources needed for the District's route operations. This measurement is a beneficial tool for the planning and operation's departments. The NM Department of Transportation uses this as one of their performance measures in the state-wide transit guide published annually. Additionally this is used when NMDOT evaluates a transit system for the state-wide awards of 5311 funding. This is a management tool to track our cost per mile vs. the amount of budget being spent to operate a particular route as well as collectively for all routes. Sandoval and Valencia counties' annual average are used as a local/in state comparable benchmark, even though their system is smaller than NCRTD. Data from the 2012 Rural Transit Data Fact Book, specifically FTA's District 6 (our district) annual cost per mile is included as a benchmark.

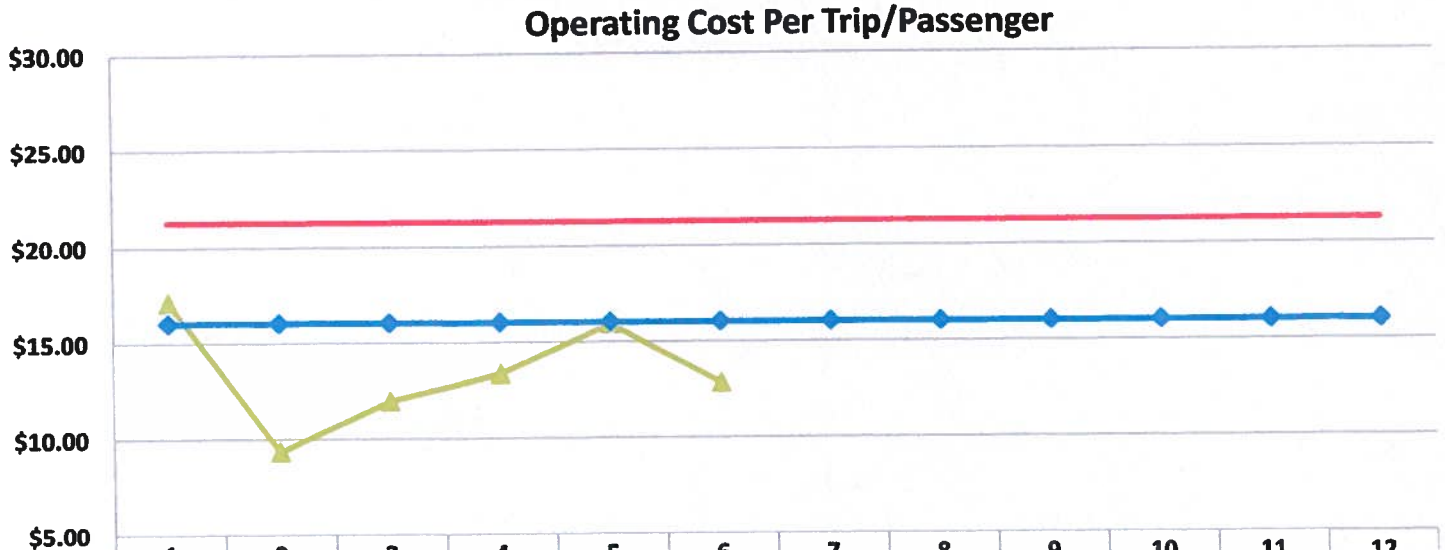


	1	2	3	4	5	6	7	8	9	10	11	12
Monthly Cost per Mile	$3.32	$1.78	$2.25	$2.70	$3.18	$2.20						
Sandoval/Valencia	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07
Region 6 Total Cost Per Mile	$2.19	$2.19	$2.19	$2.19	$2.19	$2.19	$2.19	$2.19	$2.19	$2.19	$2.19	$2.19

Performance Measure - Administrative:

Operating Cost per Trip

When transit data is collected, passengers, riders and rides are counted and referred to as "trips." One passenger can generate several trips in a day, and these are counted individually. Example, a particular rider may board in Questa (1 trip) and transfer to the Taos to Espanola bus (1 trip) and again transfer to the Santa Fe bus in Espanola (1 trip) for a total of three trips. The cost per trip is computed on a monthly basis by dividing the monthly operating costs from the Monthly Expenditures (chart above), by the total monthly number of trips (ridership). NM Department of Transportation uses this as one of their performance measures to the state-wide transit guide published annually. Additionally this is used when NMDOT evaluates a transit system for the state-wide awards of 5311 funding. This is a management tool to track our cost per trip vs. the amount of budget being spent to operate a particular route as well as collectively for all routes. Sandoval and Valencia counties' annual average are used as a local/in state comparable benchmark, even though their system is smaller than the NCRTD. Data from the 2012 Rural Transit Data Fact Book, specifically FTA's District 6 (our district) annual cost per trip is included as a benchmark.

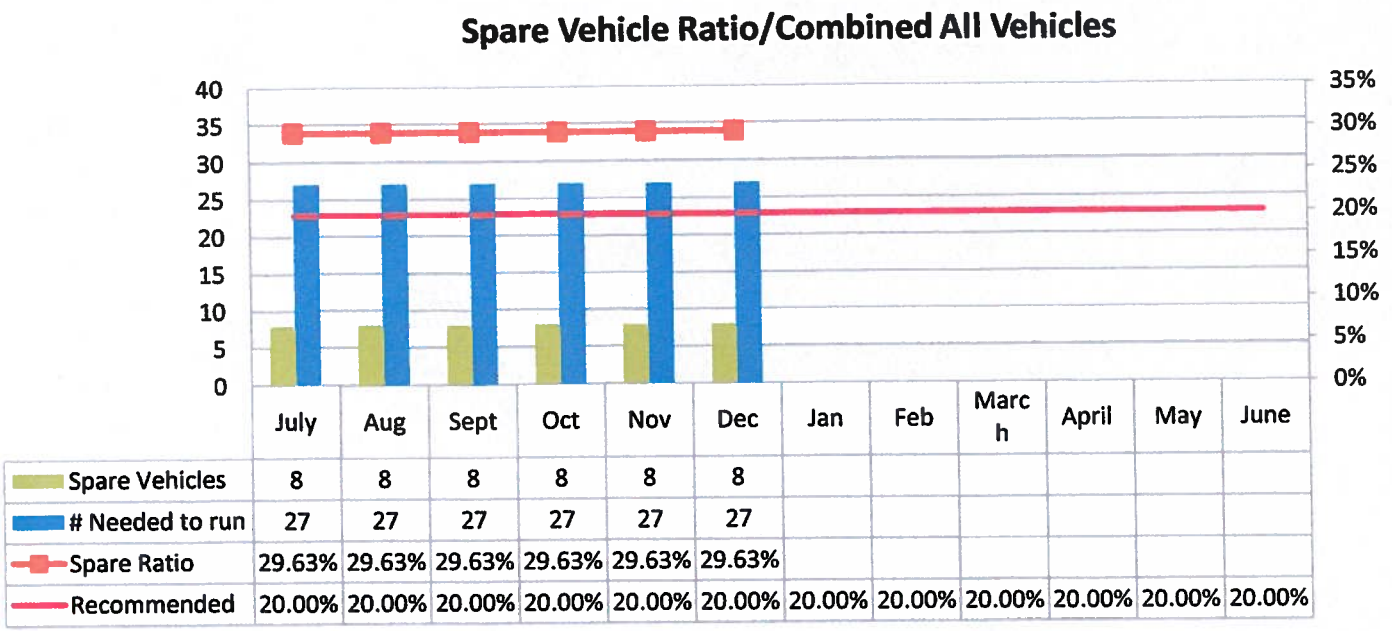


	1	2	3	4	5	6	7	8	9	10	11	12
Monthly Cost per Trip	$17.14	$9.34	$11.95	$13.36	$15.92	$12.84						
Sandoval/Valencia	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24
Region 6 Total Cost Per Trip	$16.03	$16.03	$16.03	$16.03	$16.03	$16.03	$16.03	$16.03	$16.03	$16.03	$16.03	$16.03

Performance Measure - Fleet:

Spare Vehicle Ratio/Combined all Vehicles

FTA defines the spare ratio as the percentage of spare vehicles in comparison to the number of vehicles required for annual maximum service. Recommended FTA spare vehicle ratio is 20% for fleets over 50 vehicles. NCRTD's fleet totals 35 and is exempt from this guideline but it is a good benchmark to keep in place. With an annual maximum service of 27 and a backup fleet of 8, the backup ratio is 30%. This higher number is needed and reasonable due to the variety of passenger seating requirements for specific routes throughout the District. These backup vehicles ensure consistent coverage of all routes when vehicles are off line due to routine maintenance or unexpected breakdowns.

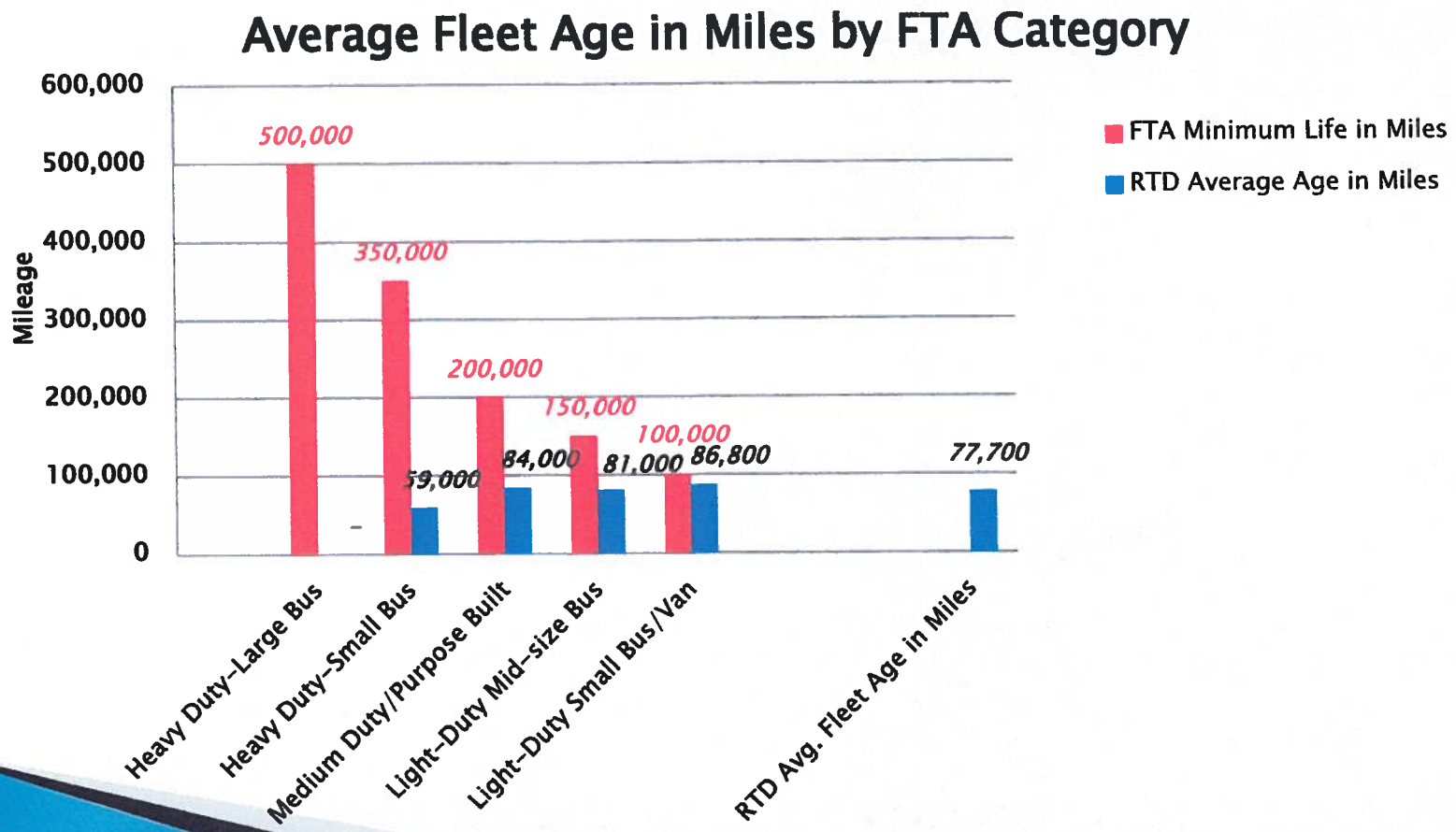


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Spare Vehicles	8	8	8	8	8	8						
# Needed to run	27	27	27	27	27	27						
Spare Ratio	29.63%	29.63%	29.63%	29.63%	29.63%	29.63%						
Recommended	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%

Performance Measure - Fleet:

Average Fleet Age

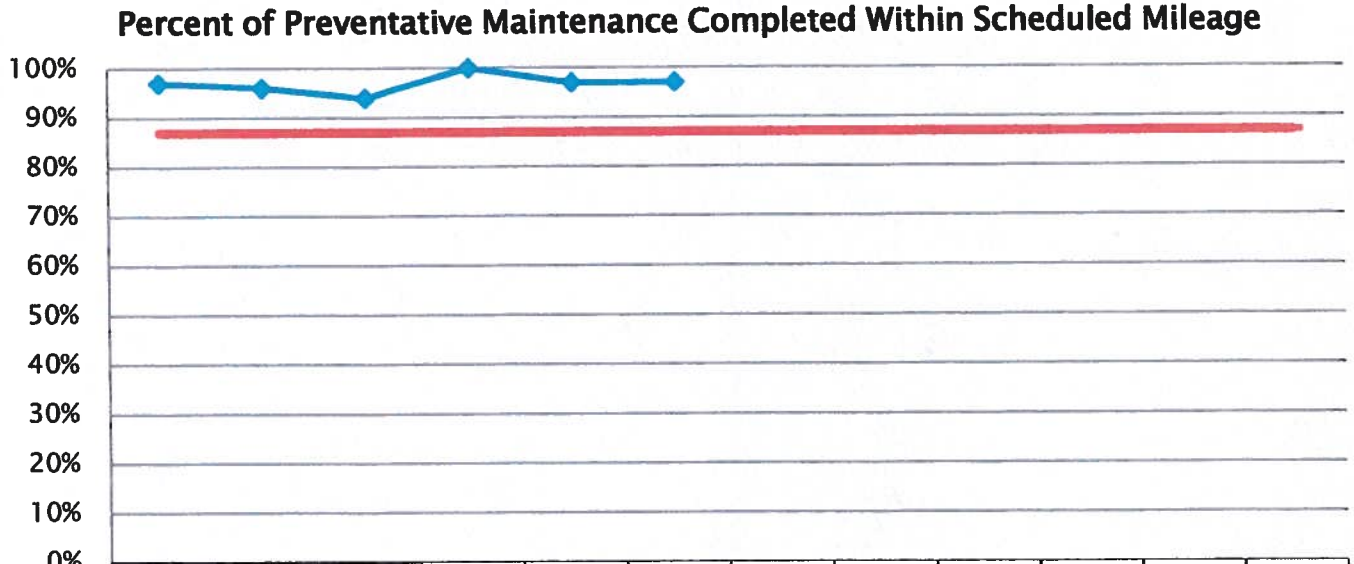
The FTA allows the use of years or mileage to attain usable life. The District uses mileage rather than the year of manufacture because of the large area of the district and the high number of miles traveled on an annual basis. This compares the age of specific kind of vehicles by mileage in accordance to the FTA guidelines. This is useful in fleet replacement planning. The numbers will vary month to month as mileages increase and old vehicles are replaced by new.



Performance Measure - Fleet:

Percentage of "On-Time" PM / Inspections

The federal benchmark for the percentage of "on-time" preventative maintenance (PMs) and inspections for the fleet is 87%. Inspections are required to be conducted within certain mileage timeframe by vehicle manufacturers for the various sizes of vehicles. Manufacturer's recommended maintenance schedules may range in mileage due to the component makeup of a particular vehicle. The FTA recommends they be conducted within the manufacturer's recommended maintenance schedule. However, as a sub recipient of NMDOT we are allowed varied standards as approved by NMDOT. With the variety of sizes and component makeup of District vehicles, we have determined and hold to a standard of 5000 mile intervals for the entire fleet. This ensures frequent safety inspections and PM services at reasonable intervals that result in a more dependable and safer fleet. This data is collected and tracked by the Fleet Maintenance Manager.



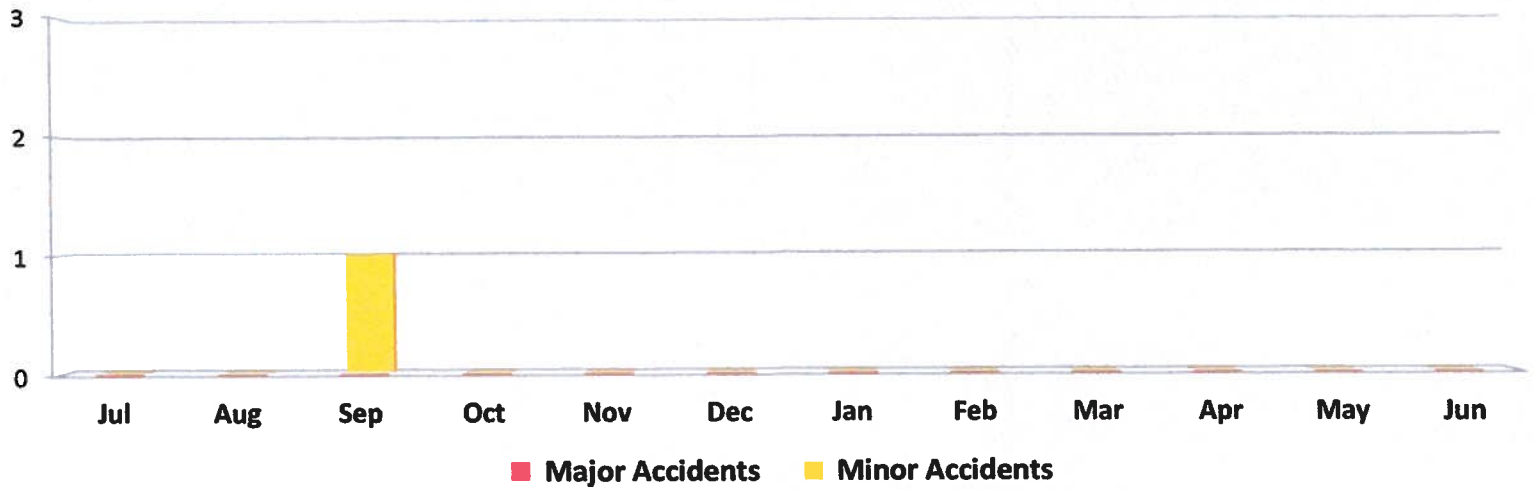
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
FY 12-13 RTD Maintenance	97	96	94	100	97	97						
FTA Recommendation	87	87	87	87	87	87	87	87	87	87	87	87

Performance Measure - Fleet:

Accidents per Month

This measurement shows us how many accidents occur within a month and to what frequency they occur. These are logged as minor or major accidents. A minor accident for example, is one where a driver hits a stationary object while backing but there is minimal damage. A major accident is one where there may be significant damage and/or injury, and a FTA Post accident drug screen is required. All accidents are reported to the Operations and Maintenance Manager to decide on what corrective action needs to be taken. There are established internal reporting and follow up procedures. All accidents, major or minor, are investigated and documented, and dealt with accordingly by the operations management team. As a result, disciplinary measures and/or driver re-training may be required by the outcome of the investigation.

Number of Major/Minor Accidents per 84,840 Miles Avg. Driven Monthly



Last Minor Accident - Sept 25, 2012

Miles Driven since last Minor Accident - 330,600

Last Major Accident - Dec 7, 2010

Miles Driven since last Major Accident - 1,806,097

Performance Measure – Customer Relations:

Complaints per Month

This performance tracks monthly the number and type of complaints received by the Operations Division of the NCRTD. The complaints are received by the Operations and Maintenance Manager. These are categorize by the type of complaint, and evaluated as to the seriousness of the complaint and whether or not a course of action needs to be taken, i.e. driver reprimand, driver retraining, vehicle maintenance, etc. This measure is intended to measure the percentage of complaints versus the total ridership for the month. Driver performance can be graded and we can see if more drivers training needs to be scheduled for particular drivers. Customers also have complained about routes, stops, dispatch, bus cleanliness and other various categories.

Complaints–

1. Driver needs to lower the wheel chair ramp onto the curb/ addressed issue with driver
2. Driver needs to stop when emergency vehicles are trying to pass/spoke with the driver, she had to keep driving to clear the roadway because the street was too narrow for the vehicles to pass.
3. Passenger complained that the bus driver missed her, she was in her car waiting across the highway. She had to chase bus flashing her car lights/At the next stop driver told her that being across highway in her car is not at the bus stop/ told her she needed to be at the stop.
4. Passenger complained that driver got out of seat and walked back to show him the time schedule. He felt threatened/driver was trying to be clear with passenger on proper time for the stop.
5. Passenger complained to a bus driver that they missed the bus that would take them to the train/new driver was following schedule/missed passengers who were at a modified stop not on schedule.

FY 12-13 Number of complaints

	Total	Scheduling Errors	Driver Performance	Against other Passengers	Miscellaneous*	Percent VS Ridership
July	9	2	4	3	0	0.06%
August	4	1	3	0	0	0.02%
Sept	5	0	5	0	0	0.03%
Oct	6	4	2	0	0	0.03%
Nov	8	5	3			0.05%
Dec	5		5			0.04%
January	0					
Feb	0					
March	0					
April	0					
May	0					
June	0					
	0					
Total	37	12	22	3	0	0.04%

Performance Measure – Customer Relations:

Customer Incidents

This performance measure calculates the number of customer incidents reported to the Operations and Maintenance Manager on a monthly basis. Customer incidents are any serious occurrence that may have an outcome that could be potentially hazardous to the driver or other passengers. These situations could be anything such as two passengers arguing over something, or a rider threatening a driver, or a non rider harassing a driver for not being on time. It could also be a passenger falling down on the bus, or a passenger stepping in front of the bus as it pulls away from the curb to stop it to get on the bus. This data is collected by the driver writing an incident report and turning it in to the Operations and Maintenance Manager. This is intended to measure the types of situations that arise and how frequently they arise on the various routes of service provided by the NCRTD. This measurement tells us the frequency of incidents versus the number of monthly riders. We can then see if additional training needs to be implemented for the driver to avoid or control incidents that may occur on his route.

1. Passenger asked to be dropped off at the light at the Dream Catcher Theatre. Driver responded that was not a stop and took them to the Dream Catcher stop.
2. A lady approached an ON-Demand driver in Espanola and asked her to take her to Cities of Gold. Driver told her that she was on a scheduled route and would have to catch the Santa Fe Bus.
3. Passenger complained he missed the Taos bus and needed a ride to OK Casino.. Driver noticed he had been drinking after he boarded. The person got off the bus before the casino.
4. Driver noticed a car following bus, flashing headlights past El Duende. At next stop the driver of car approached bus driver, complained of not picking her up at stop. She said she was sitting in her car across the highway. Bus driver told her she needed to be at the stop to be picked up.
5. A man boarded bus in Santa Fe. By Cities of Gold he started talking to himself got louder. At the Park & Ride in Espanola he would not get off bus. Other drivers assisted and he would not get off. PD was called and got him off the bus.
6. Passenger complained to driver that he was late. Driver showed him the schedule that he was on time. Passenger was still not satisfied.
7. While waiting for On-Demand passenger CVS Pharmacy, passenger fell inside store. Store manager called 911. The Passenger asked for driver to come into store and help her get up. Driver refused due to Para Medics were on way. Para medics arrived and assisted her. She refused further medical attention. She was ok to ride and complained of her knee hurting on way to he home.

FY 12-13 Number of customer incidents

	Total	Between Driver and Non Rider	Between Riders	Between Driver and Rider	Single Passenger Situation	Percent VS Ridership
July	6	2	4	0	0	0.04%
Aug	9	0	4	5	0	0.05%
Sept	8	0	0	0	8	0.05%
Oct	14	8	3	3	0	0.08%
Nov	8	1	1	5	1	0.05%
Dec	8		1	7		0.06%
Jan						
Feb						
March						
April						
May						
June						
Total	47	11	13	20	9	0.06%